CMA MedMail

User Manual

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PRE-REQUISITES

1. Internet Explorer 6.0 or above.
2. Adobe Reader 5.0 and above. The software can be downloaded for free by clicking on the

provided at the home page.

1. Getting Started

The purpose of this website is to transfer information in a secured and authenticated way.

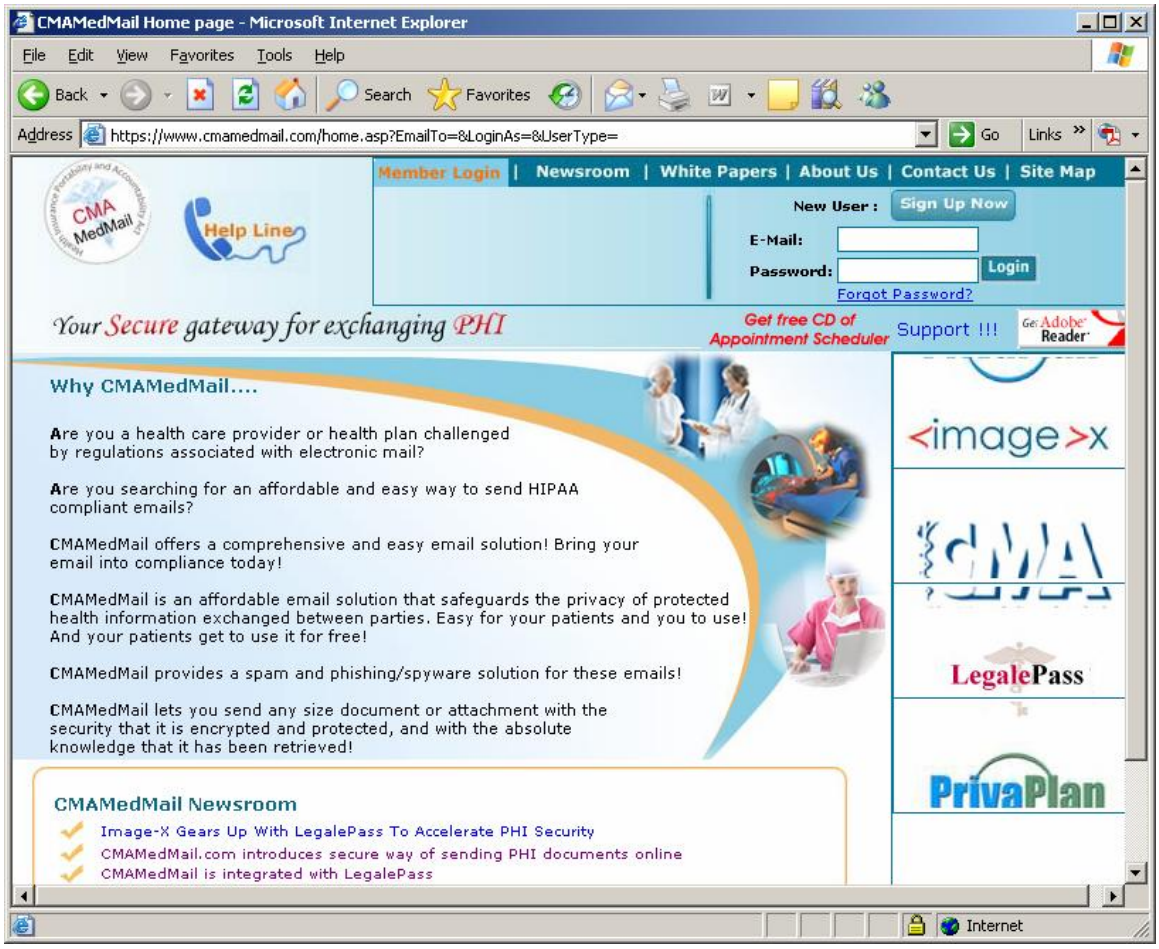

CMAMedMail Home page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.cmamedmail.com/home.asp?EmailTo=&LoginAs=&UserType=
Go Links
Member Login | Newsroom | White Papers | About Us | Contact Us | Site Map
Help Line
New User : Sign Up Now
E-Mail:
Password: Login
Forgot Password?
Your Secure gateway for exchanging PHI
Get free CD of Appointment Scheduler
Support !!!
Get Adobe Reader
Why CMAMedMail....
Are you a health care provider or health plan challenged by regulations associated with electronic mail?
Are you searching for an affordable and easy way to send HIPAA compliant emails?
CMAMedMail offers a comprehensive and easy email solution! Bring your email into compliance today!
CMAMedMail is an affordable email solution that safeguards the privacy of protected health information exchanged between parties. Easy for your patients and you to use! And your patients get to use it for free!
CMAMedMail provides a spam and phishing/spyware solution for these emails!
CMAMedMail lets you send any size document or attachment with the security that it is encrypted and protected, and with the absolute knowledge that it has been retrieved!
<image>x
LegalePass
PrivaPlan
CMAMedMail Newsroom
Image-X Gears Up With LegalePass To Accelerate PHI Security
CMAMedMail.com introduces secure way of sending PHI documents online
CMAMedMail is integrated with LegalePass
Internet

Figure 1.1: Main Screen

1.1 Signing Up

If you are a new user sign up by clicking on **Sign Up Now** button. Following screen appears.

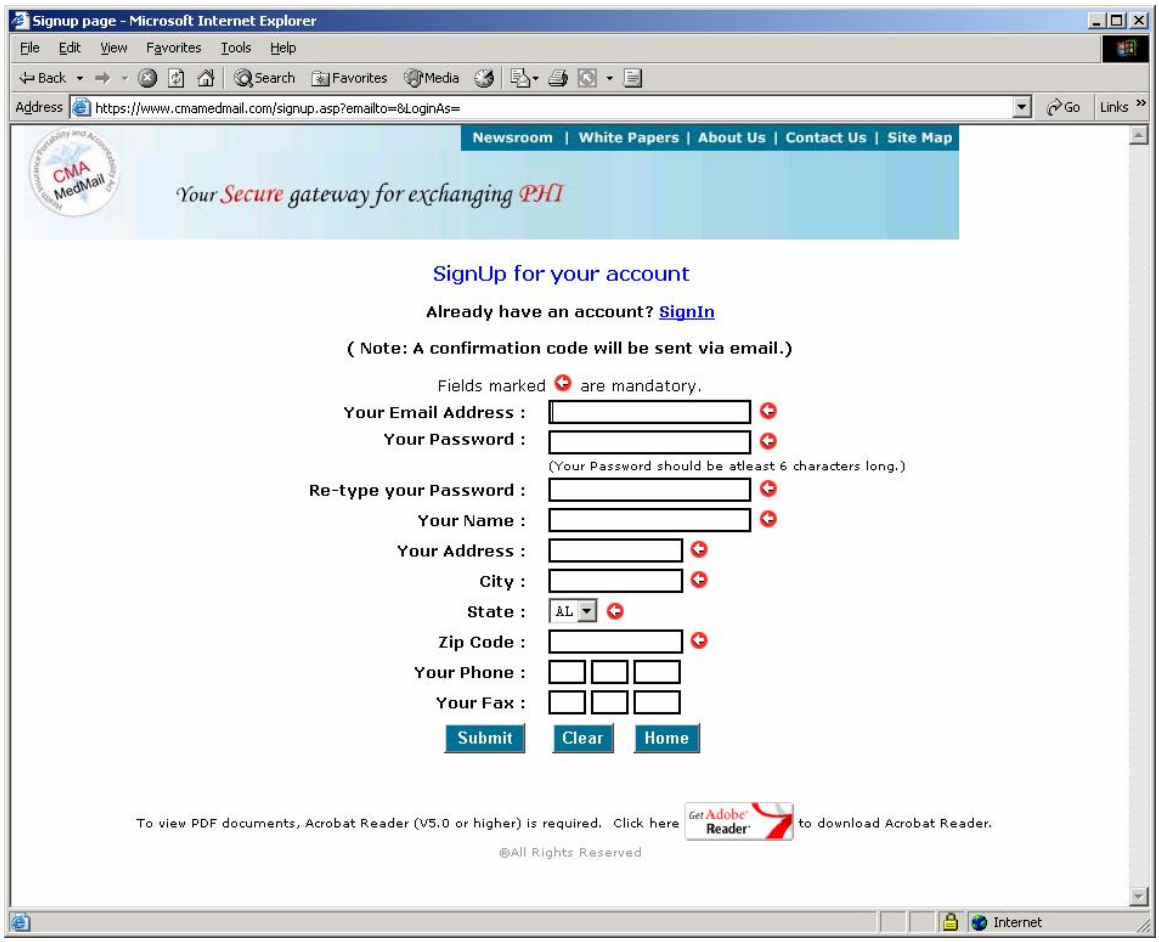

Signup page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.cmamedmail.com/signup.asp?emailto=&LoginAs=
Go Links
Newsroom | White Papers | About Us | Contact Us | Site Map
Your Secure gateway for exchanging PHI
SignUp for your account
Already have an account? SignIn
(Note: A confirmation code will be sent via email.)
Fields marked are mandatory.
Your Email Address :
Your Password :
(Your Password should be atleast 6 characters long.)
Re-type your Password :
Your Name :
Your Address :
City :
State :
AL
Zip Code :
Your Phone :
Your Fax :
Submit
Clear
Home
To view PDF documents, Acrobat Reader (V5.0 or higher) is required. Click here
Get Adobe Reader
to download Acrobat Reader.
©All Rights Reserved
Internet

Figure 1.1.1: Sign Up Screen

Enter all the mandatory fields marked in and click on **Submit** button. You can reset the inputs by clicking on **Clear** button.

Once the form is submitted successfully, an acknowledgement message follows:

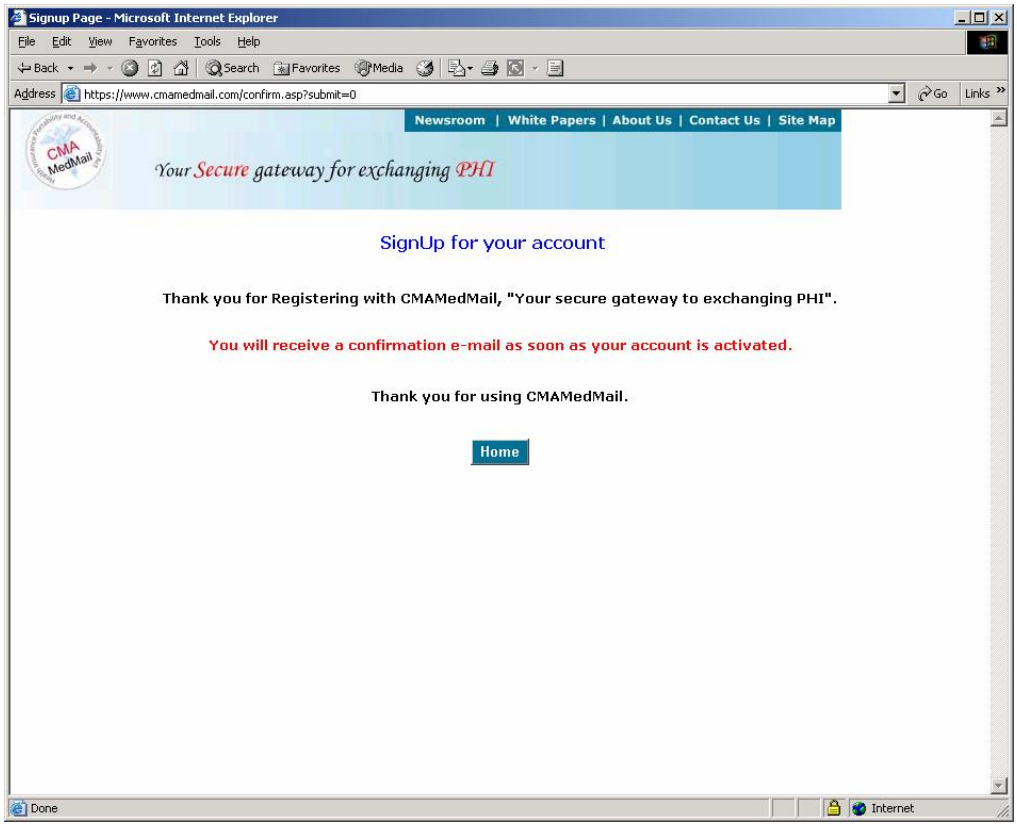

Signup Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.cmamedmail.com/confirm.asp?submit=0
Go Links
Newsroom | White Papers | About Us | Contact Us | Site Map
Your Secure gateway for exchanging PHI
SignUp for your account
Thank you for Registering with CMAMedMail, "Your secure gateway to exchanging PHI".
You will receive a confirmation e-mail as soon as your account is activated.
Thank you for using CMAMedMail.
Home
Done
Internet

Figure 1.1.2: Acknowledgment Screen

New User can start using CMAMedMail website, once their account is activated by Web Administrator. They will receive activation email from Web Administrator

Note: Unregistered user can only view the mails.

1.2 Logging In

Enter the Email Id used for sign up and the password to log in.

1.3 Forgot Password

If you forget your password, enter your e-mail address and click on **Forgot Password?** link. You will receive e-mail from CMAMedmail for a temporary password. After entering your e-mail address and temporary password following window will ensue.

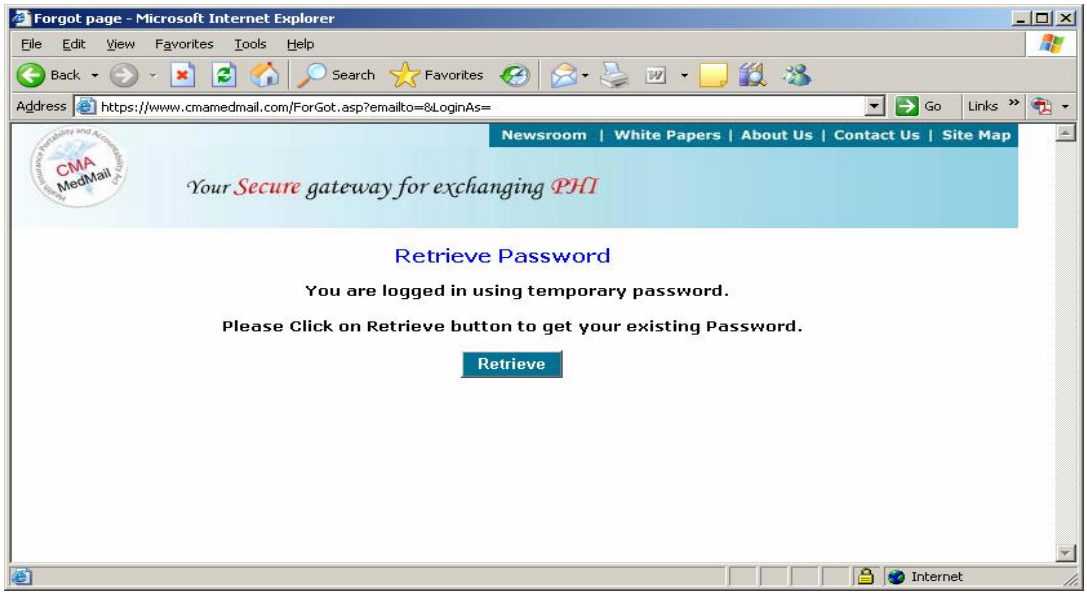

Forgot page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.cmamedmail.com/ForGot.asp?emailto=&LoginAs=
Go Links
Newsroom | White Papers | About Us | Contact Us | Site Map
Your Secure gateway for exchanging PHI
Retrieve Password
You are logged in using temporary password.
Please Click on Retrieve button to get your existing Password.
Retrieve
Internet

Figure 1.3.1: Retrieve Password Screen

Once you click on retrieve password you will get your old password.

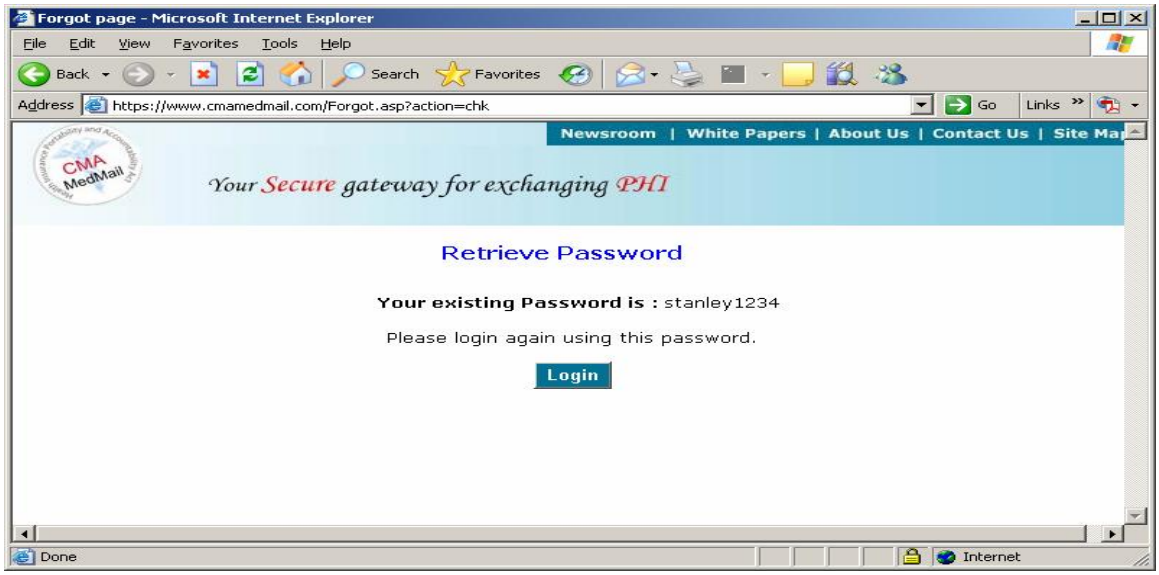

Forgot page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.cmamedmail.com/Forgot.asp?action=chk
Go Links
Newsroom | White Papers | About Us | Contact Us | Site Ma
Your Secure gateway for exchanging PHI
Retrieve Password
Your existing Password is : stanley1234
Please login again using this password.
Login
Done
Internet

Figure 1.3.2: Existing Password Screen

You can enter your old password and start with the mails.

1.4 Inbox

Where you can view the mails you have received.

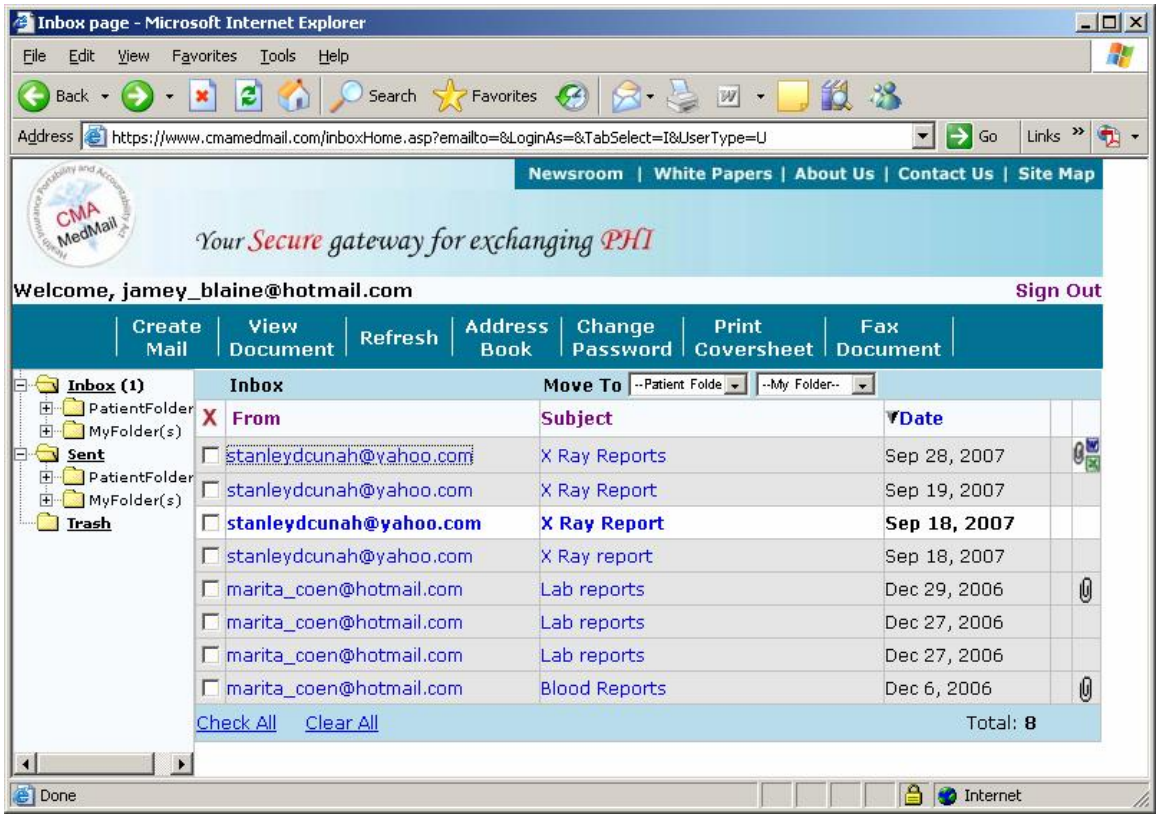


Figure 1.4.1: Inbox Screen

From: Name of the Sender.

Subject: Subject of the mail.

Date: Indicates the date when the mail was sent.

Move To: This option is used to move a particular mail to some other folder.

Total: Indicates total number of mails in the inbox.

X: This option is used to delete a mail.

If you want to delete all the mails in the inbox select **Check All** link and click on X icon.

: This symbol indicates that there is an attachment in the mail, and indicates Nonsecure document (i.e. open in Native format)

: This symbol indicates secure document.

: Scanner image indicates received faxed document.

1.4.1 Sorting in Inbox

You can sort your inbox mails by the following options.

From: Where you can sort by the name of the required person sending you mail.

Subject: Where you can sort by the subject of the mail.

Date: Where you can view from the date the mails you have received by ascending or descending order.

2. Creating a mail

Click on **Create Mail** to compose a new mail, following screen ensues.

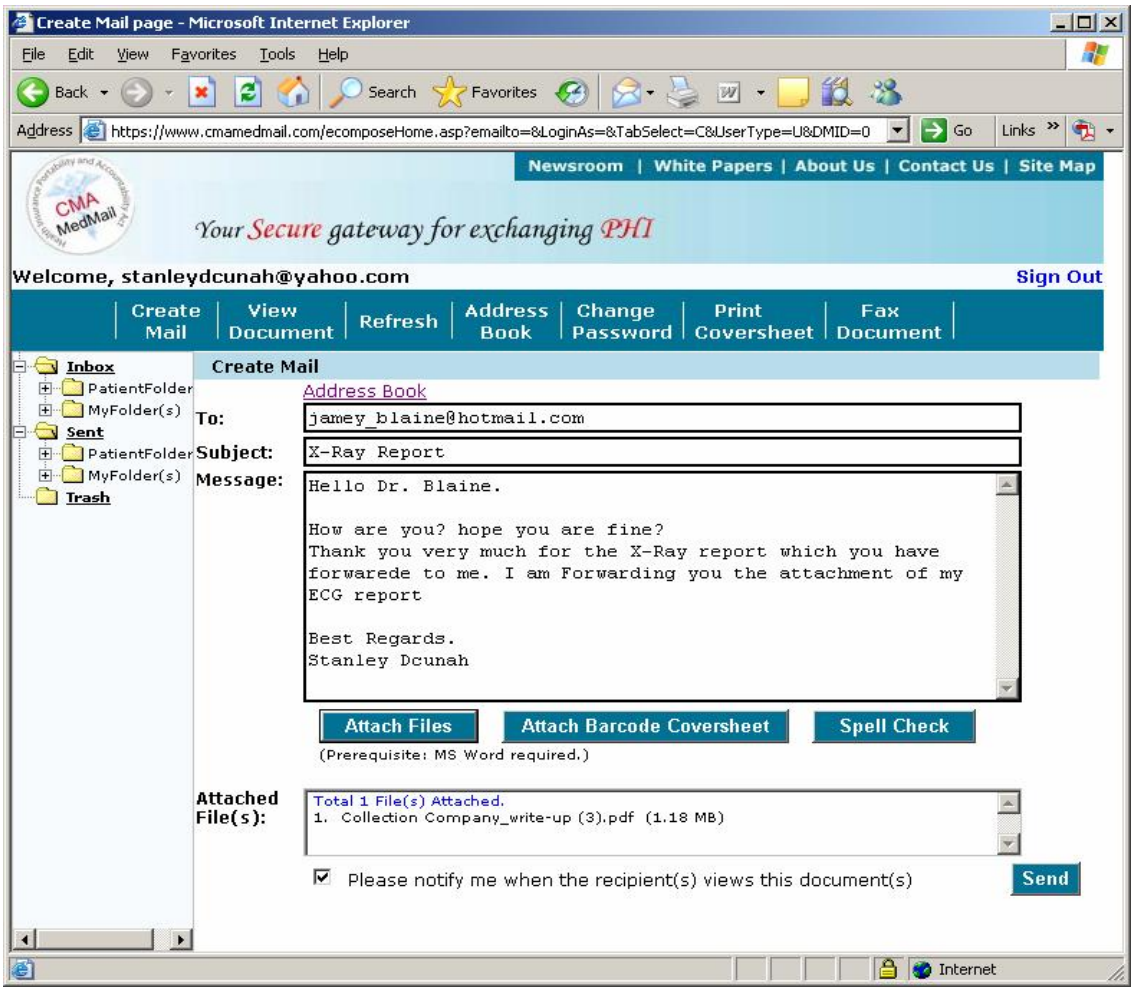


Figure 2.1: Create Mail Screen

To: Enter the name of receiver. You can also enter the name by clicking on **Address Book** link and selecting the require ID.

Subject: Enter the subject.

Message: Enter the message.

Attach Files: You can attach a file by clicking on **Attach Files** button. Following window is displayed:

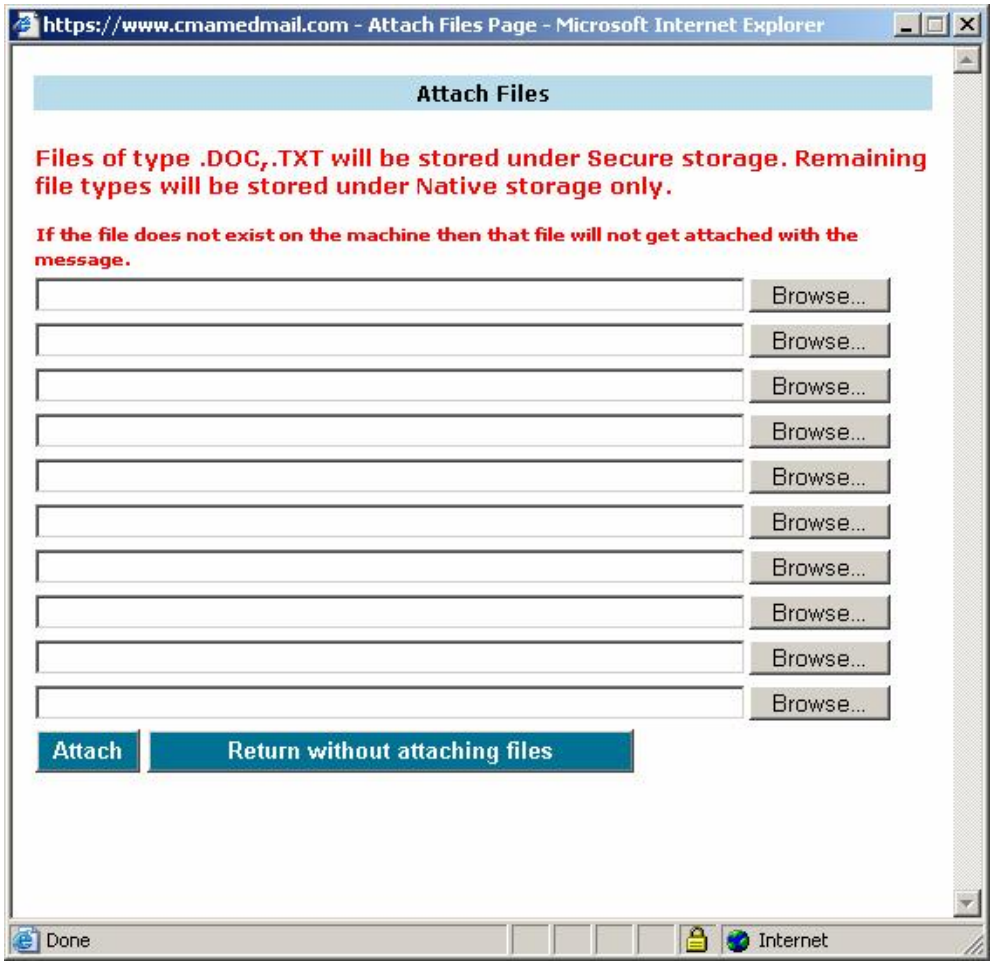

https://www.cmamedmail.com - Attach Files Page - Microsoft Internet Explorer
Attach Files
Files of type .DOC,.TXT will be stored under Secure storage. Remaining file types will be stored under Native storage only.
If the file does not exist on the machine then that file will not get attached with the message.
Browse...
Attach
Return without attaching files
Done
Internet

Figure 2.2: Attach files Screen

Use the **Browse** button to select the file to be attached and click on **Attach** button

If you want to return to the **Create Mail** screen without attaching a file, click on **Return without attaching files** button.

Note: After clicking on **Attach** button, if you feel you have attached a wrong document, click on **Attach Files** button and Click on **Remove.**

Attach Barcode Coversheet: If you wish to forward the Barcode coversheet through mail you can go to **Create Mail** option, attach the barcode coverdsheet. The following window will ensue.

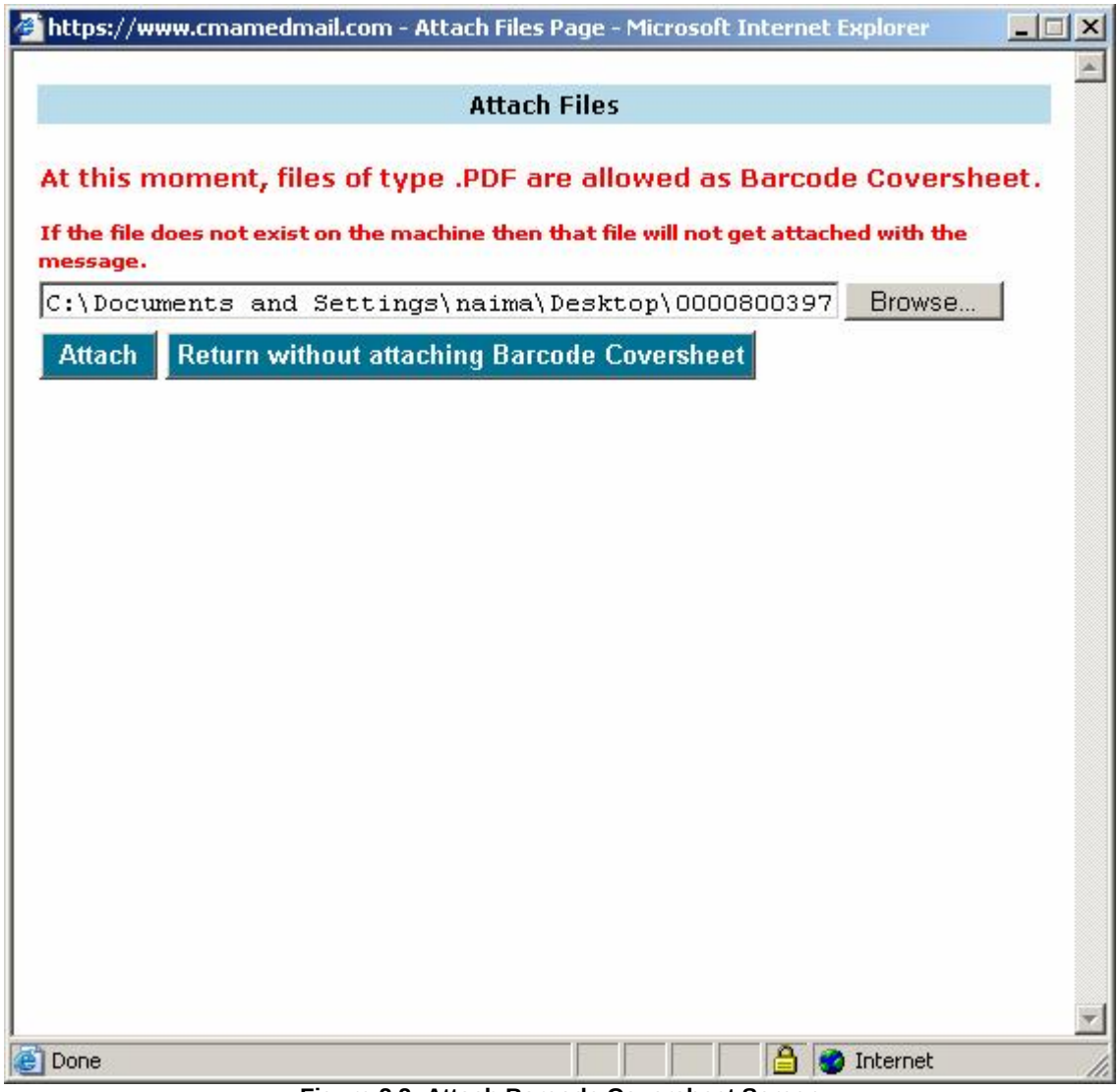

https://www.cmamedmail.com - Attach Files Page - Microsoft Internet Explorer
Attach Files
At this moment, files of type .PDF are allowed as Barcode Coversheet.
If the file does not exist on the machine then that file will not get attached with the message.
C:\Documents and Settings\naima\Desktop\0000800397
Browse...
Attach
Return without attaching Barcode Coversheet
Done
Internet

Figure 2.2: Attach Barcode Coversheet Screen

You can attach a file by clicking on **Attach** button, and send the mail.

Spell Check: If you want to check the spellings in your mail click on this button.

Note: MS Word must be installed in the system to use **Spell Check** button.

Please notify me when the recipient(s) views this document(s): Tick this option if you want to get a notification when the recipient has viewed your mail.

Once you have entered all the details for your mail click on **Send** button. You will get following acknowledgement:

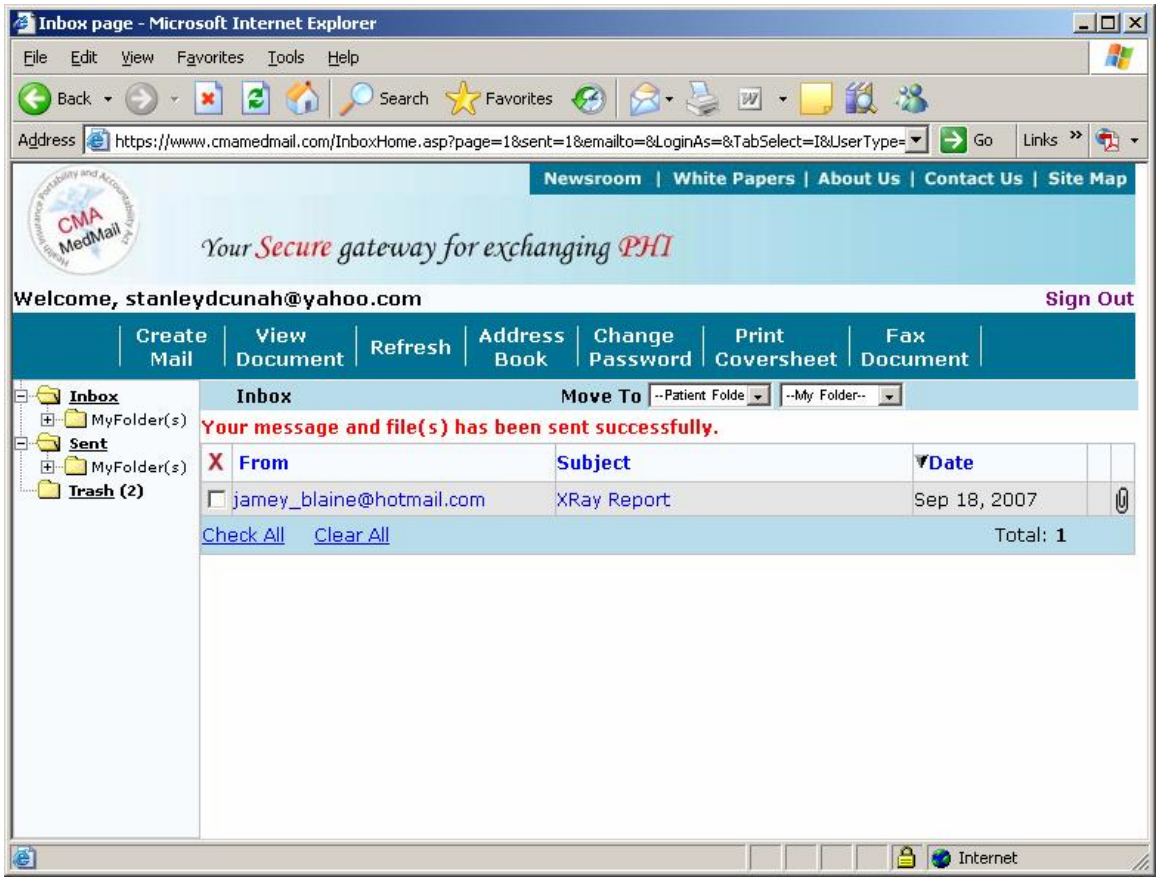


Figure 2.3: Acknowledgement screen

You can check your mails in the Sent items by clicking on Sent Folder

3. Reading a Mail

To read a mail, click on the Inbox folder and Click on the **Subject** or **From** link of a particular mail to view it. The screen that ensues is thus.

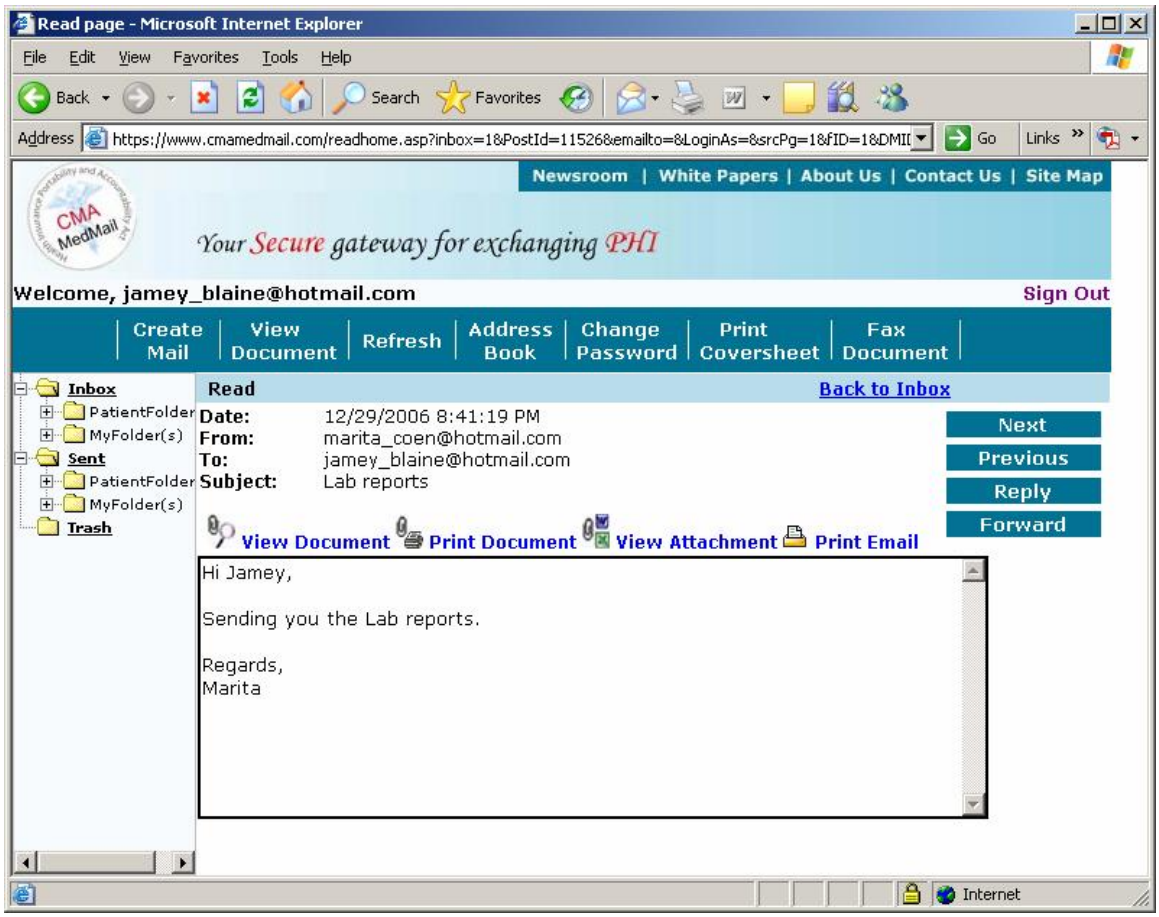


Figure 3.1: Mail screen

View Document: This option is used to view the document in secured format i.e. you can view the electronically stamped document.

Print document: This option is used to print the document

Print Email: This option is used to print the email.

View Attachment: This option is used to view the document in original format. Following window ensues.

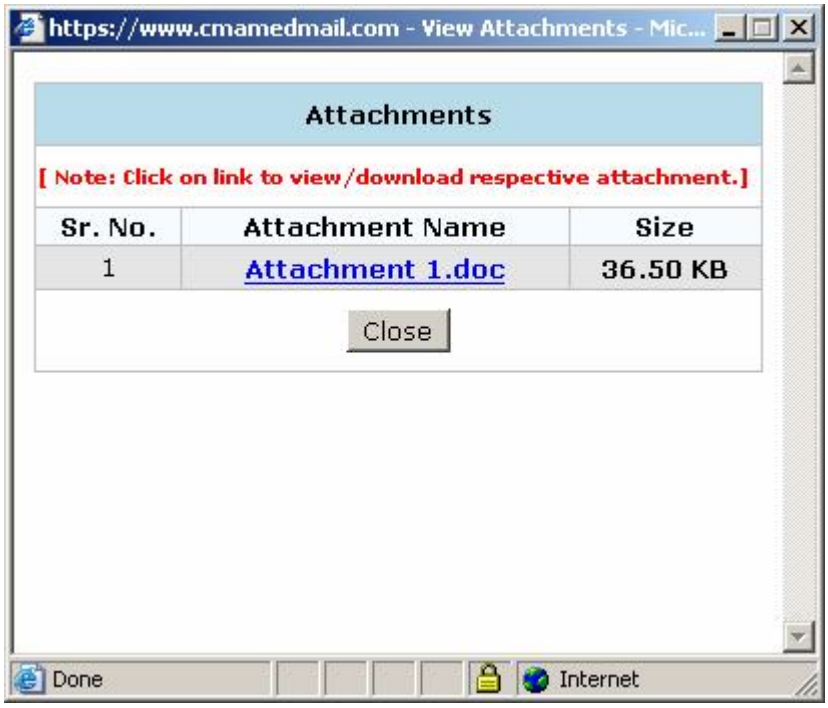


Figure 3.2: View Attachment screen

Click on the attachment to view the document.

If you do not wish to view the attachment click on **Close** button.

Next: This option is used to open the next mail.

Previous: This option is used to open the previous mail.

Reply: This option is used to reply the mail, which is opened currently.

Forward: This option is used to forward the mail, which is opened currently.

4. Maintaining a Folder

In CMAMedmail there are 2 types of Folder. 1. My Folder and 2. Patient Folder

4.1 My Folder

4.1.1 Creating a Folder

To create your own folder click on Maintain Folder of Inbox or Sent option

following screen ensues.

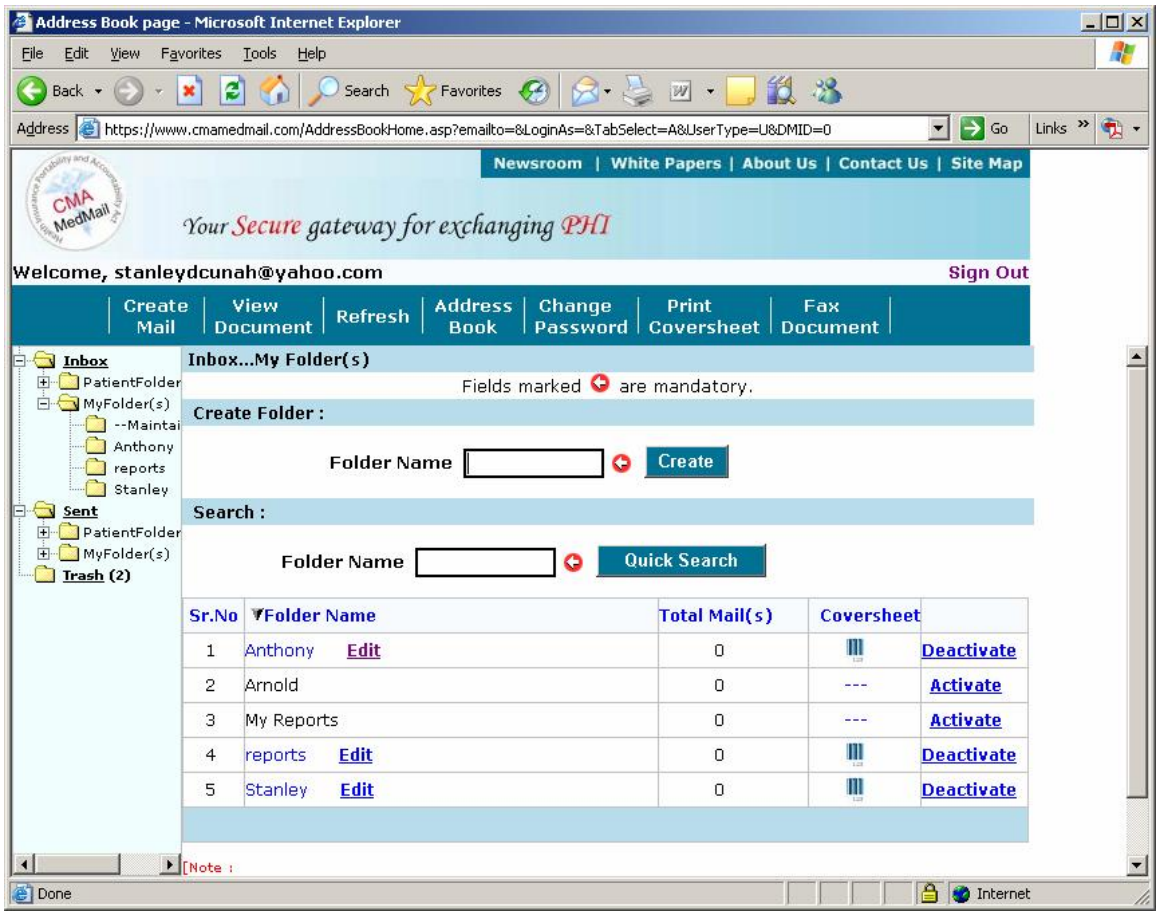


Figure 4.1.1: Folder Creation screen

Enter the folder name and click on **Create** button, the folder is created as shown below:

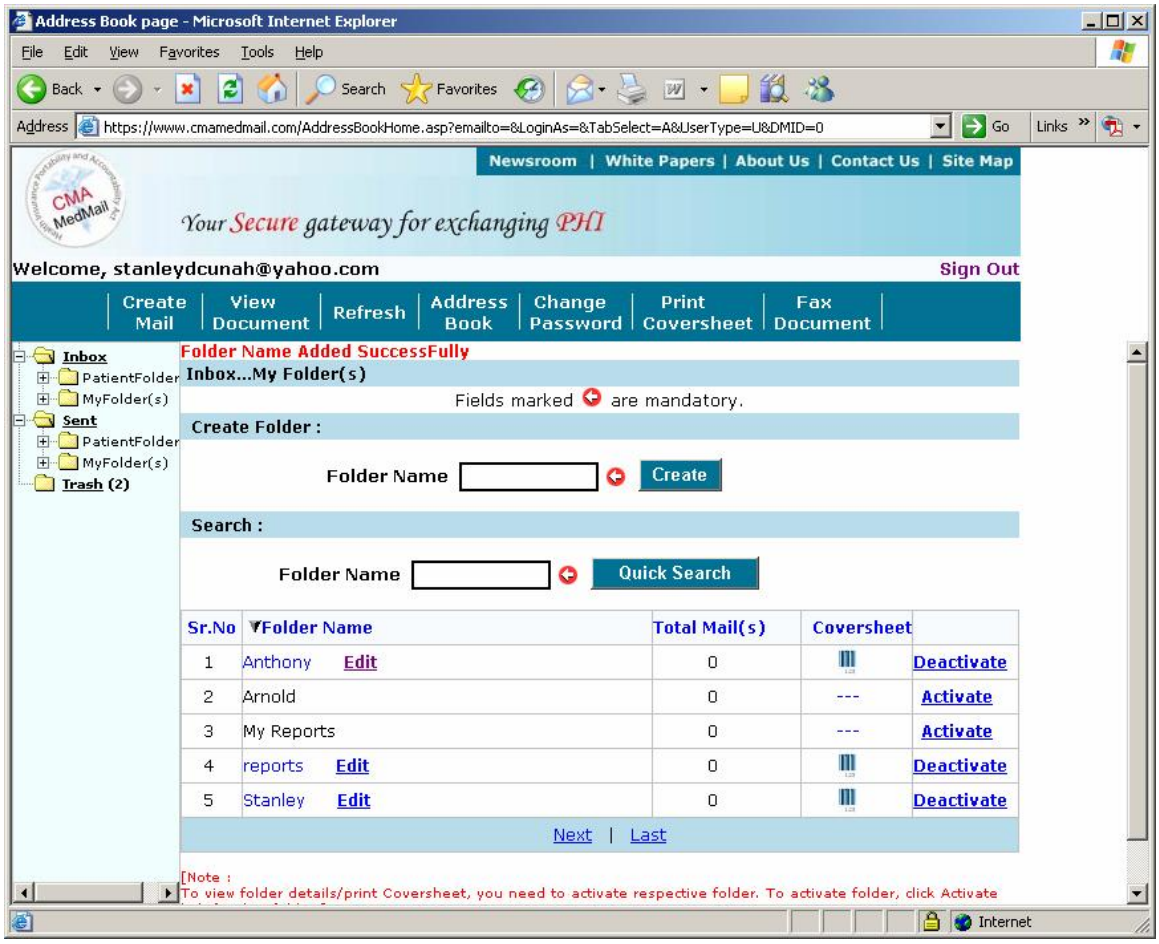


Figure 4.1.2: New folder Added

Note: Users are provided with a folder "My Folder(s)". You can make your own subfolders. Names are mandatory field to create a folder.

4.1.2 Activating and deactivating a folder

Folders can be activated by clicking on **Activate** link and can be deactivated incase there are no mails in that folder by clicking on **Deactivate** link.

4.1.3 Searching a folder

Enter name of the folder and click on **Quick Search** button to search a folder**.**
Also the search can be performed as wildcard search. For e.g. if "A" is entered as First Name for search criteria, the result will contain all first names starting with "A".

4.1.4 Editing a folder

To edit a folder click the **Edit** link provided in the Folder Name column, make the required changes and finally click the **Update** button. Only a deactivated folder can be edited.

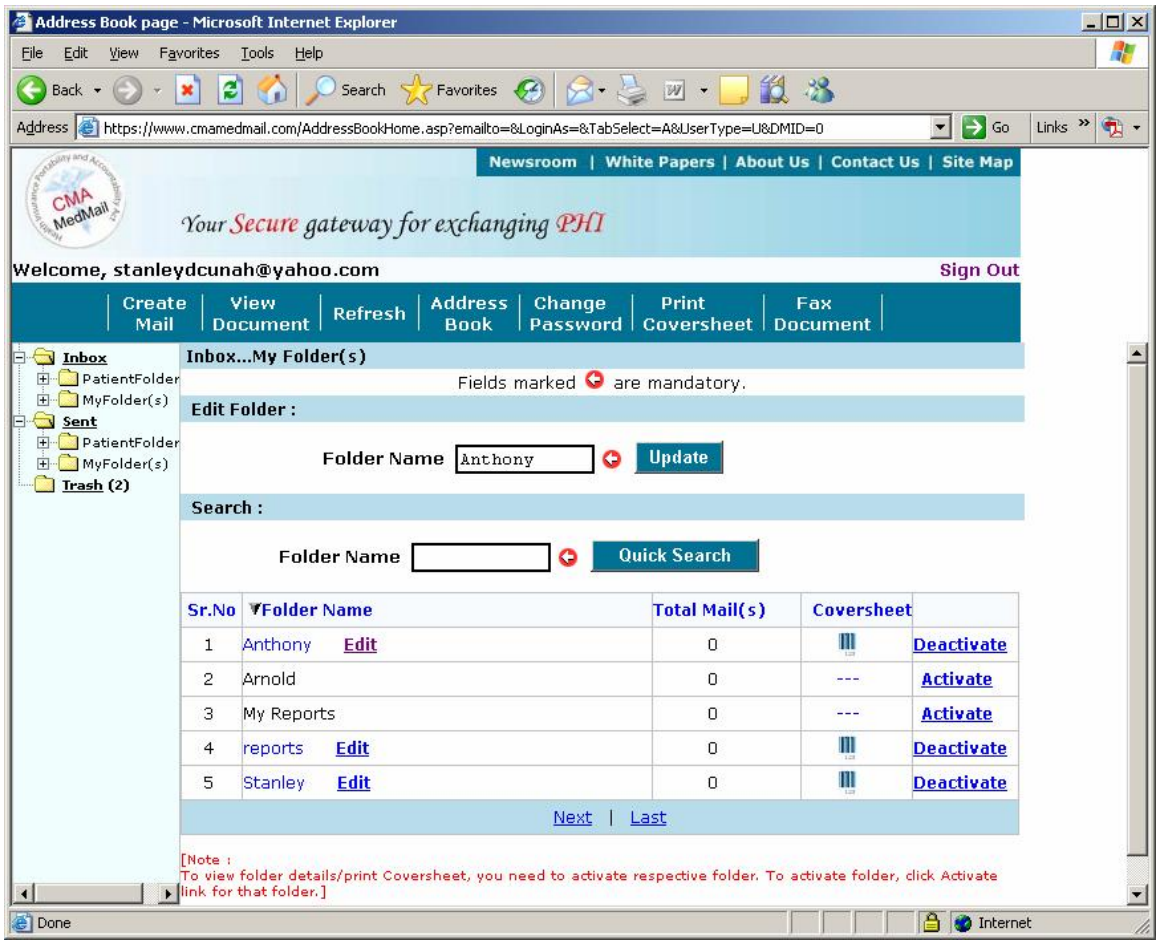
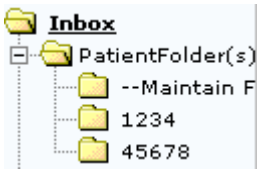

Address Book page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.cmamedmail.com/AddressBookHome.asp?emailto=&LoginAs=&TabSelect=A&UserType=U&DMID=0
Go Links
Newsroom | White Papers | About Us | Contact Us | Site Map
Your Secure gateway for exchanging PHI
Welcome, stanleydcunah@yahoo.com
Sign Out
Create Mail | View Document | Refresh | Address Book | Change Password | Print Coversheet | Fax Document
Inbox
PatientFolder
MyFolder(s)
Sent
PatientFolder
MyFolder(s)
Trash (2)
Inbox...My Folder(s)
Fields marked are mandatory.
Edit Folder :
Folder Name Anthony Update
Search :
Folder Name Quick Search
Sr.No Folder Name Total Mail(s) Coversheet
1 Anthony Edit 0 Deactivate
2 Arnold 0 --- Activate
3 My Reports 0 --- Activate
4 reports Edit 0 Deactivate
5 Stanley Edit 0 Deactivate
Next | Last
[Note :
To view folder details/print Coversheet, you need to activate respective folder. To activate folder, click Activate link for that folder.]
Done
Internet

Figure 4.4.1: Editing Folder

4.2 Patient Folder

4.2.1 Creating a Folder

To create the Patient folder click on Maintain Folder of Inbox or Sent option.



following screen will ensue.

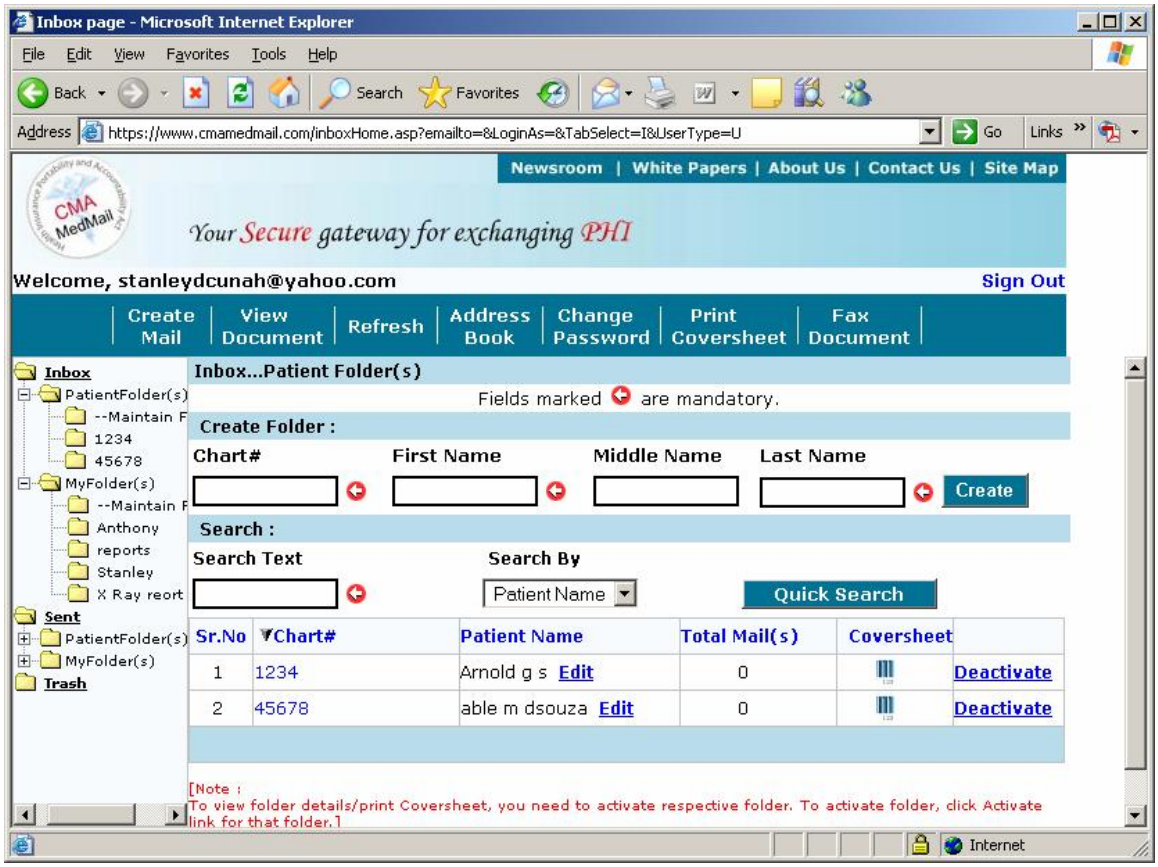


Figure 4.2.1: Patient Folder Creation screen

Enter the chart number, the first name, middle name and the last name of the patient and click on **Create** button, Fields marked are mandatory.

You will receive a notification **Chart # Added Successfully**.

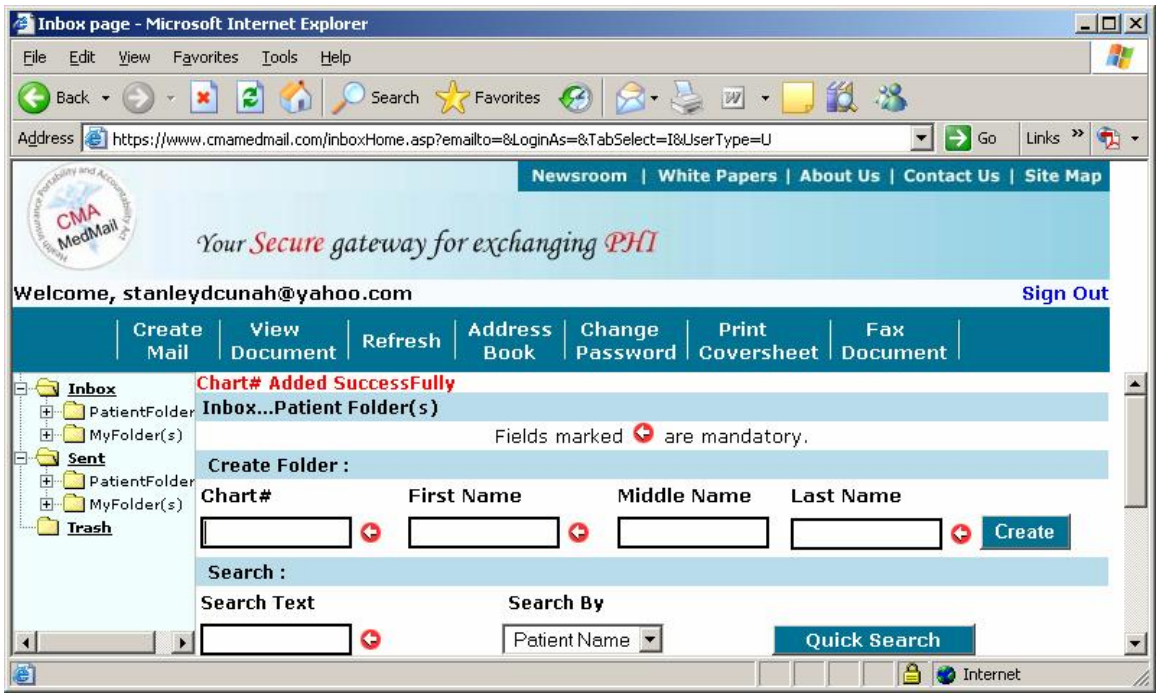


Figure 4.2.2: Notification screen

You can check your chart number in the Patient folder.

4.2.2 Searching Text

Enter the chart number or the name of the patient by selecting the **Search By** option and click on **Quick Search** button to search a folder. Also the search can be performed as wildcard search. For e.g. if “A” is entered as First Name for search criteria, the result will contain all first names starting with “A”.

4.2.3 Activating and deactivating a folder

Folders can be activated by clicking on **Activate** link and can be deactivated incase there are no mails in that folder by clicking on **Deactivate** link.

4.2.4 Editing a folder

To edit a folder click the **Edit** link provided in the Folder Name column, make the required changes and finally click the **Update** button.

5. View Document Option

This option is used to view Secured document you have received till date. Clicking on this option displays following screen.

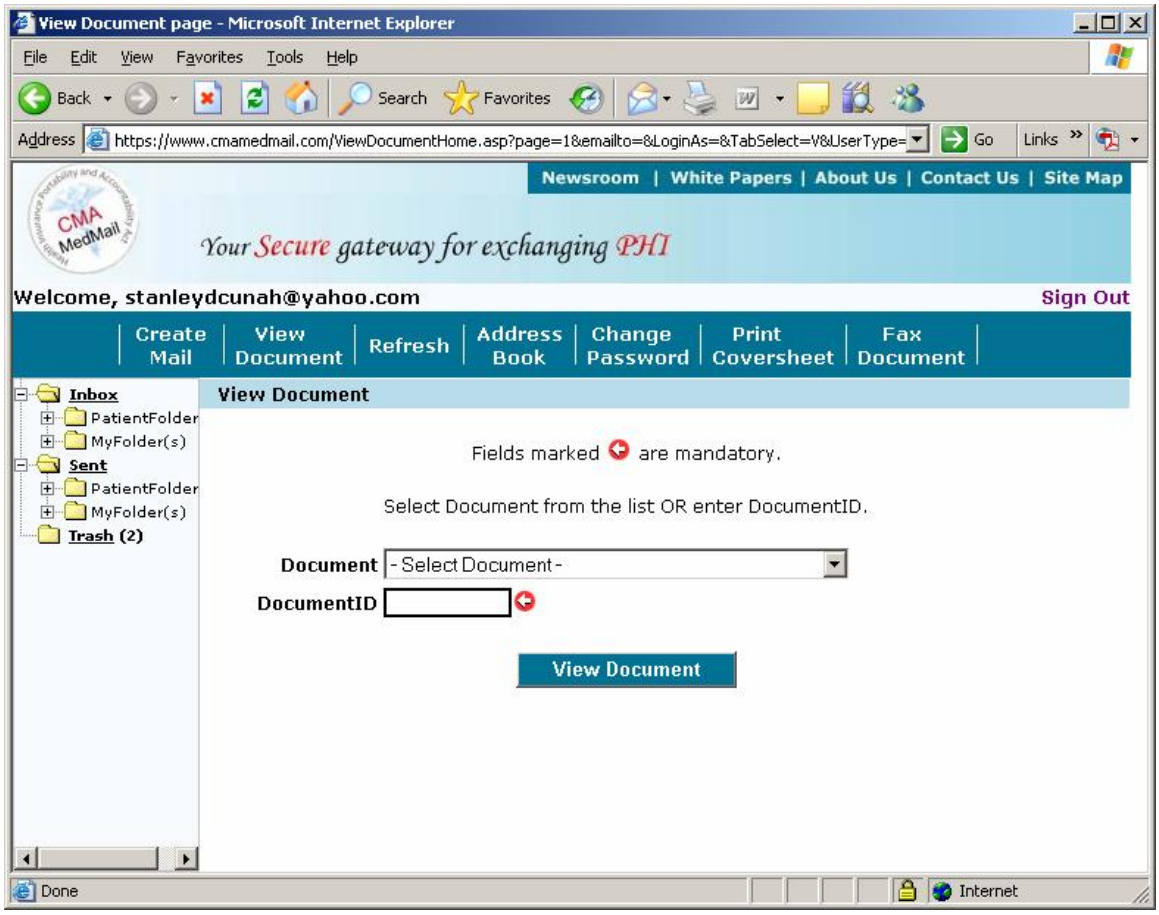


Figure 5.1: View Document screen

Document: Select the required document to be viewed.

Document ID: Enter the Document Id.

Click on **View Document** button.

6. Refresh Option

This option is used to refresh the site so that you can check for any latest mail.

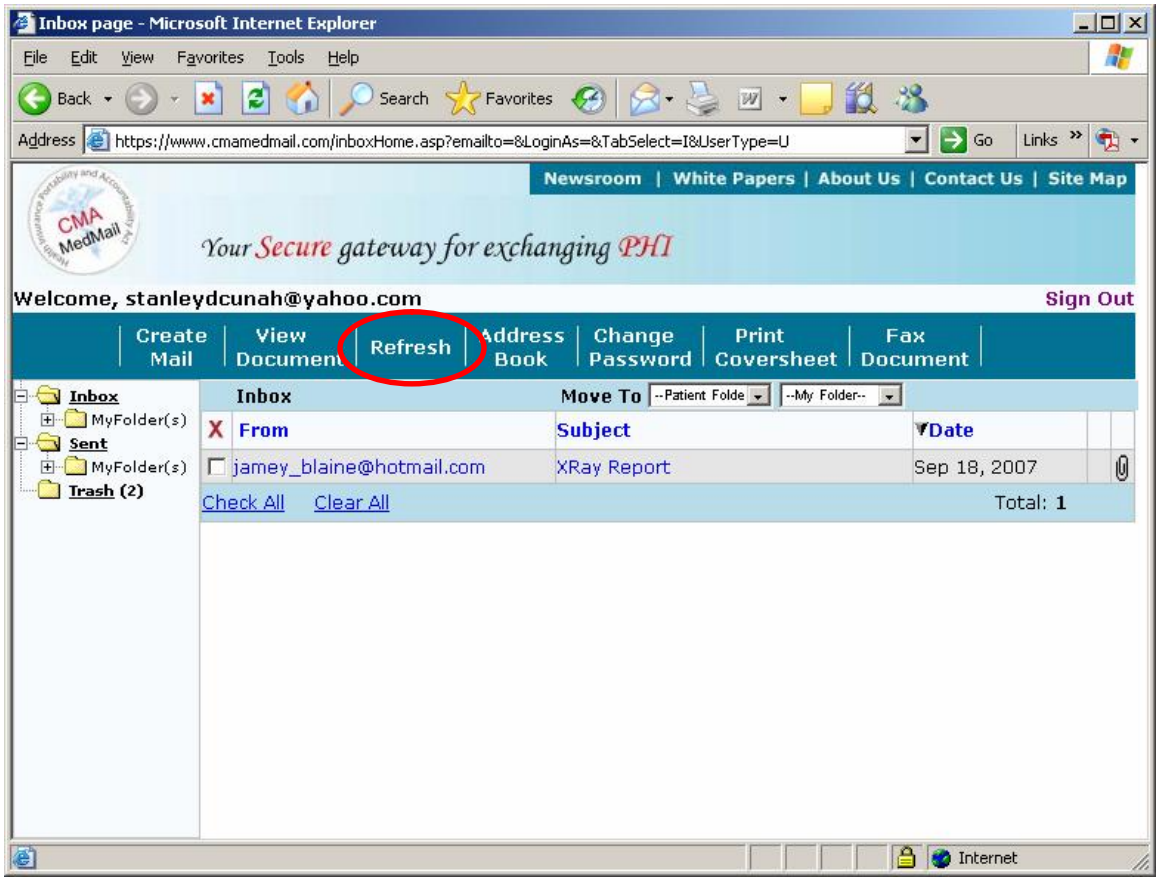


Figure 6.1: Refresh Button screen

7. Address Book Option

This option is used to add, edit and delete contacts. All the contacts can be viewed by clicking on **Complete Address Book** link.

There are 2 types of Address books to be maintained.

1. Maintain Email Address Book and 2. Maintain Fax Address Book.

7.1 Maintain Email Address Book

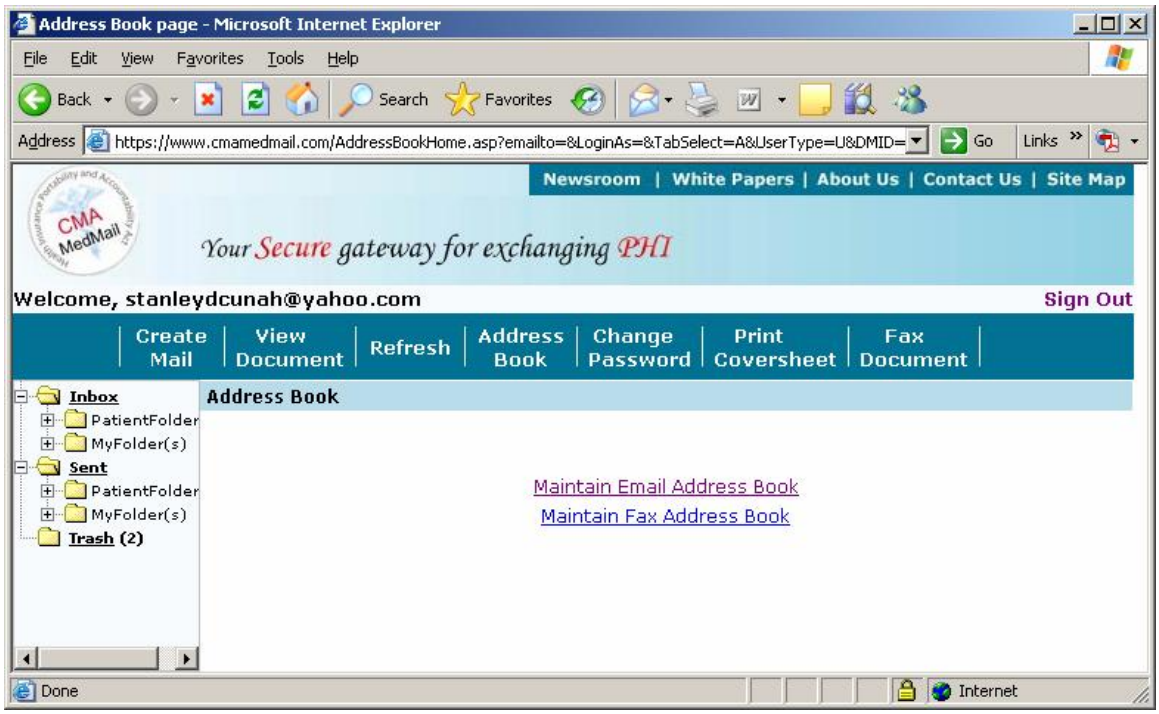


Figure 7.1: Email Address Book

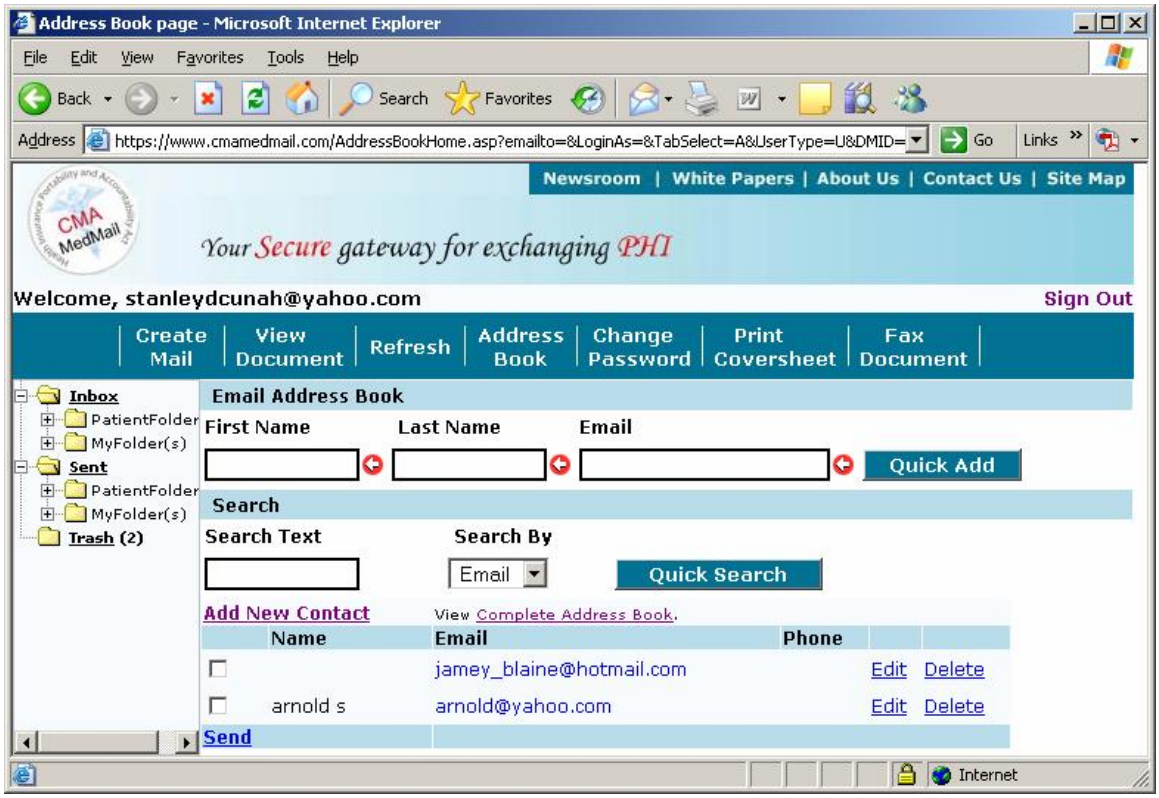


Figure 7.2: Creating Email Address Book screen

7.1.1 Adding a contact

You can add a contact by entering First Name, Last Name, Email Id by using **Quick Add** button.

OR

Click on **Add New Contact** link to add a new contact. Following window ensues.

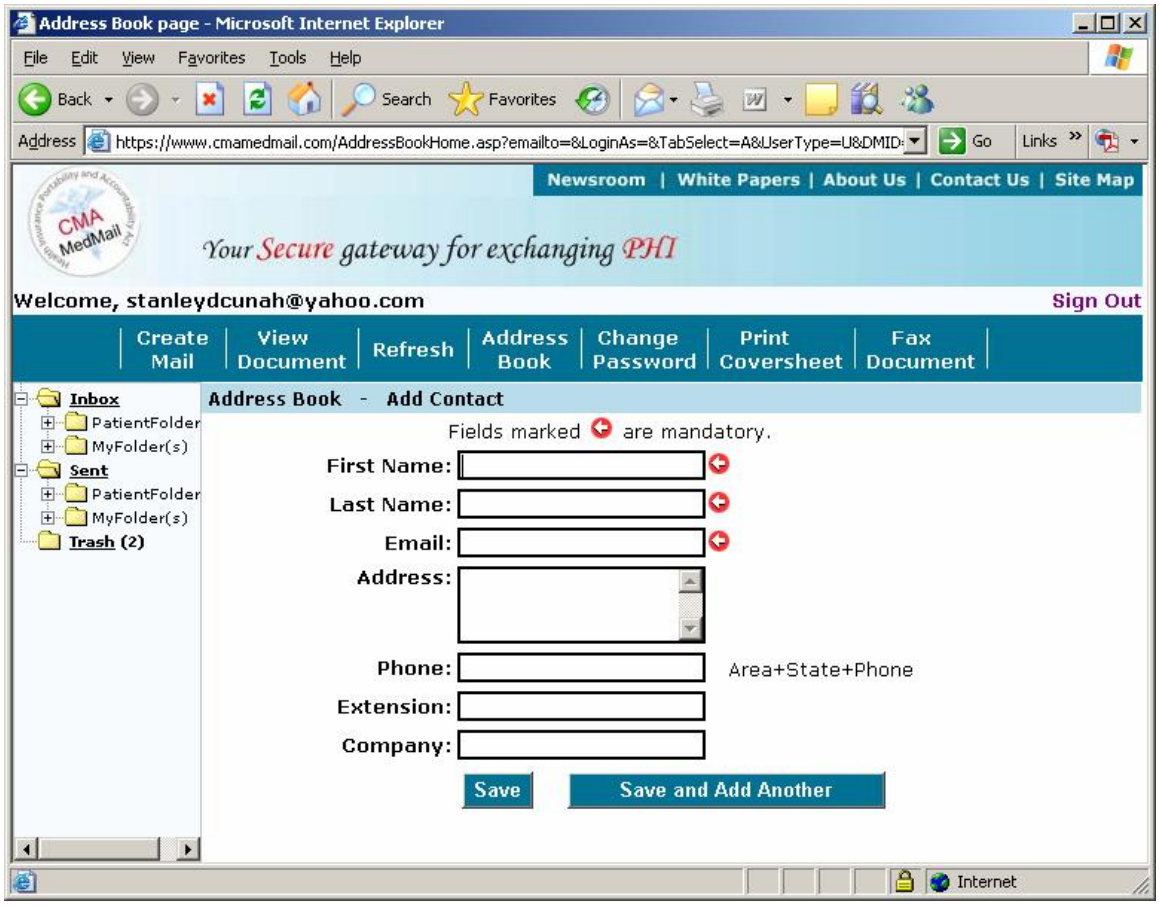


Figure 7.1.1: Add Contact screen

Enter the required information in the mandatory fields and click on **Save** button. If you wish to add one more contact, click on **Save and Add Another** button.

7.1.2 Deleting a contact

To delete a contact, select the Contact to be deleted and click on **Delete** button, following message appears:

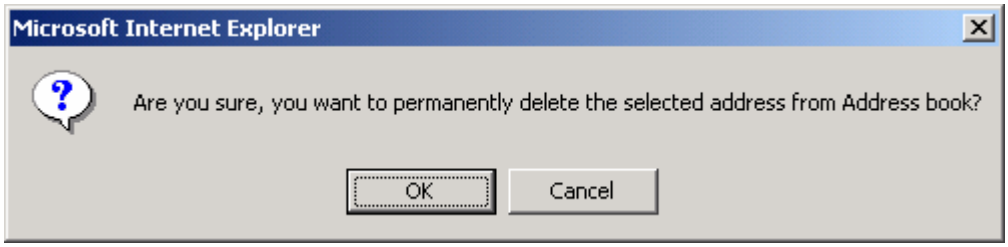

Microsoft Internet Explorer
Are you sure, you want to permanently delete the selected address from Address book?
OK
Cancel

Figure 7.1.2: Delete Confirmation

Click **OK** button, to delete the contact permanently, else click **Cancel** button.

7.1.3 Editing a contact

To edit any contact details select the required contact and click on **Edit** button. Make the required changes and click on **Save** button and if you wish to edit another contact you can click on **Save and Add Another** button.

7.1.4 Searching a contact

To search any contact, select the criteria email or name based on which you want to perform the search. Enter the contact name and click on **Quick Search** button. Also the search can be performed as wildcard search. For e.g. if “A” is entered as First Name for search criteria, the result will contain all first names starting with “A”.

7.1.5 Sending a mail

Click on the contact person's email address to which you wish to send a mail. Create mail screen ensues.

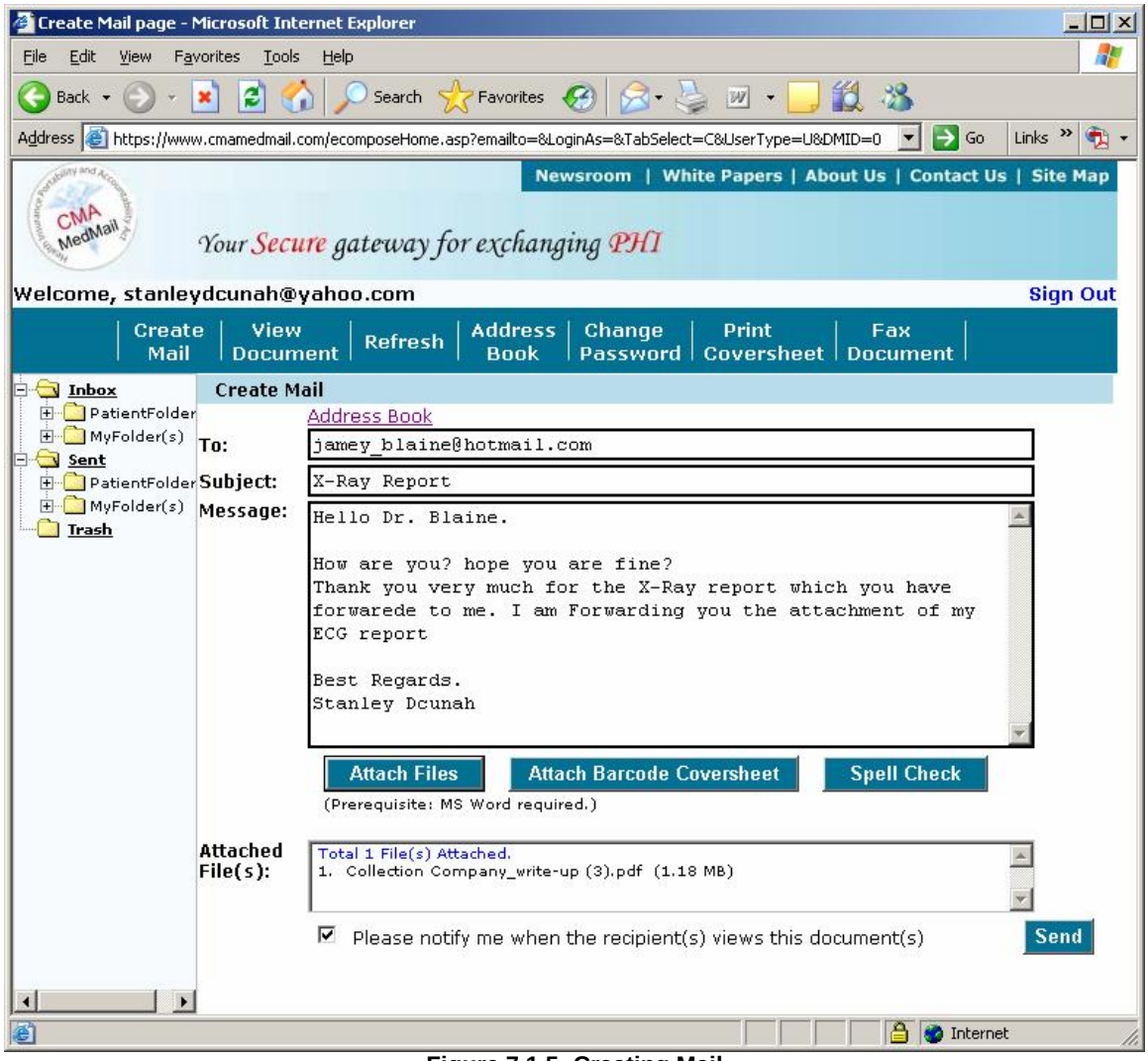


Figure 7.1.5: Creating Mail

You can attach the required documents, spell check and send the mail.

7.1.6 Trash Option

Whenever you delete a mail from your inbox, the mail shall directly go to the Trash Inbox.
It won't get deleted directly.

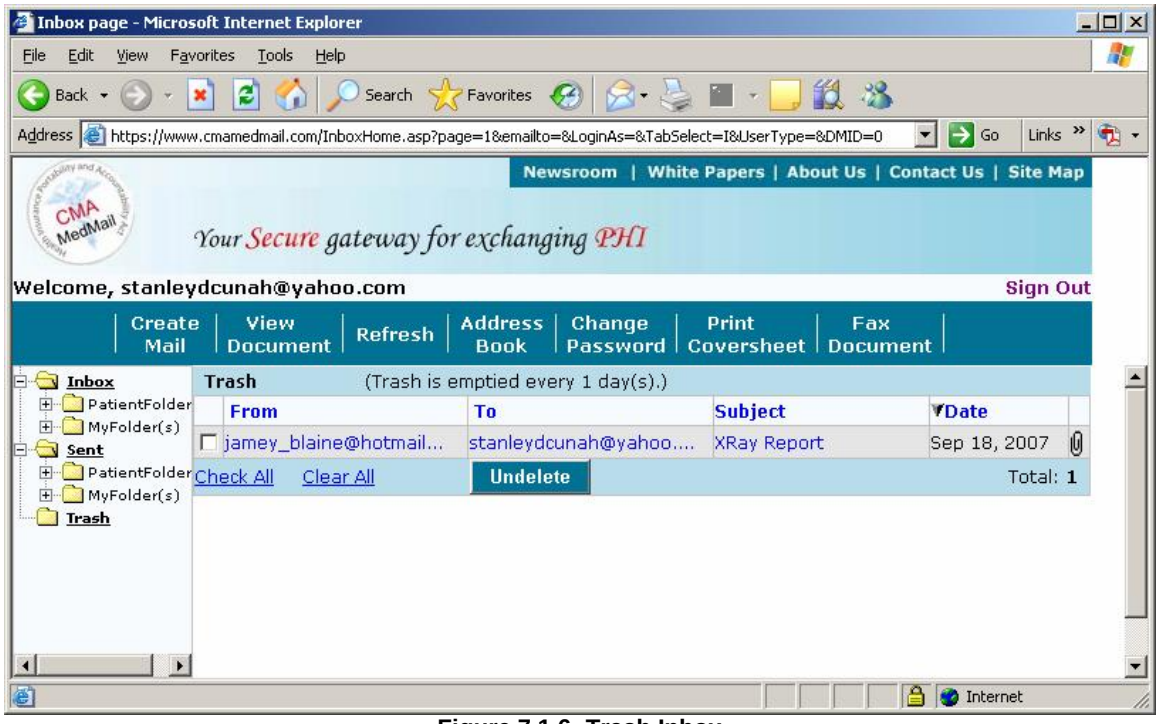


Figure 7.1.6: Trash Inbox

The mails that you send to Trash are emptied every 1 day.

7.2 Maintaining Fax Address Book

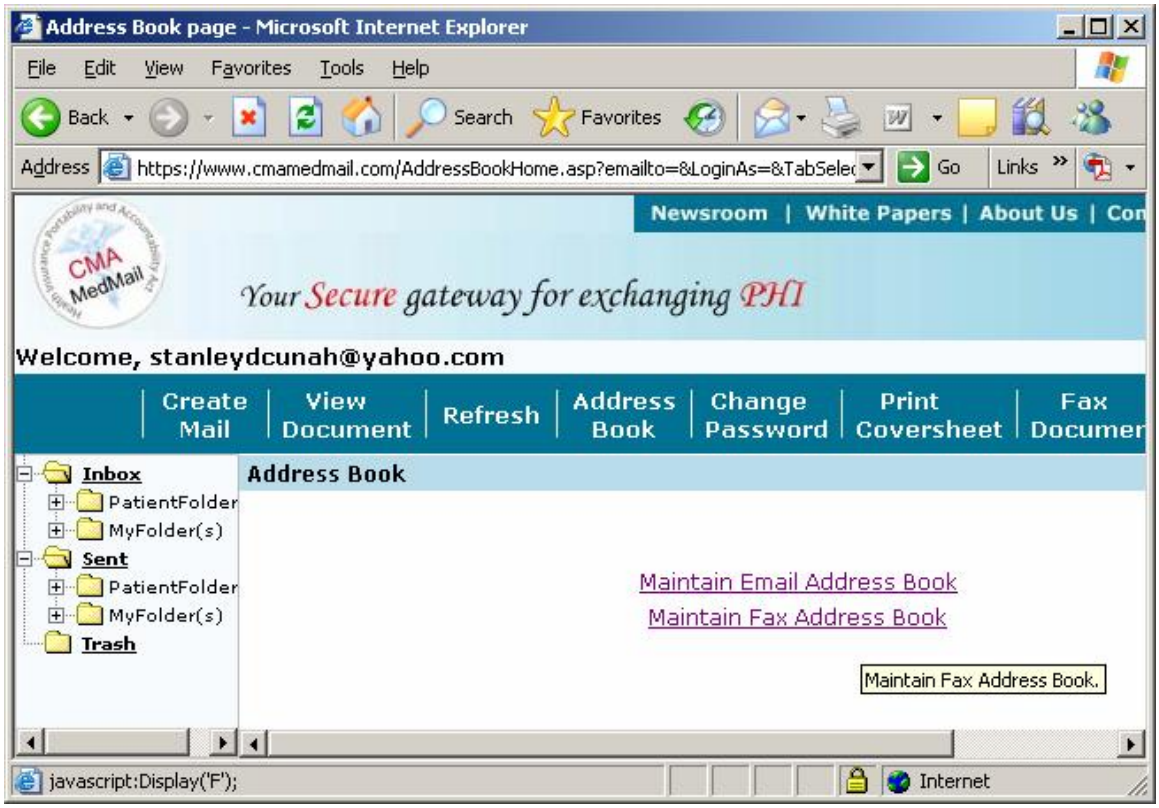


Figure 7.2: Fax Address Book

This option is maintained for the fax contacts.

When you click on Maintain Fax Address Book following window will ensue.

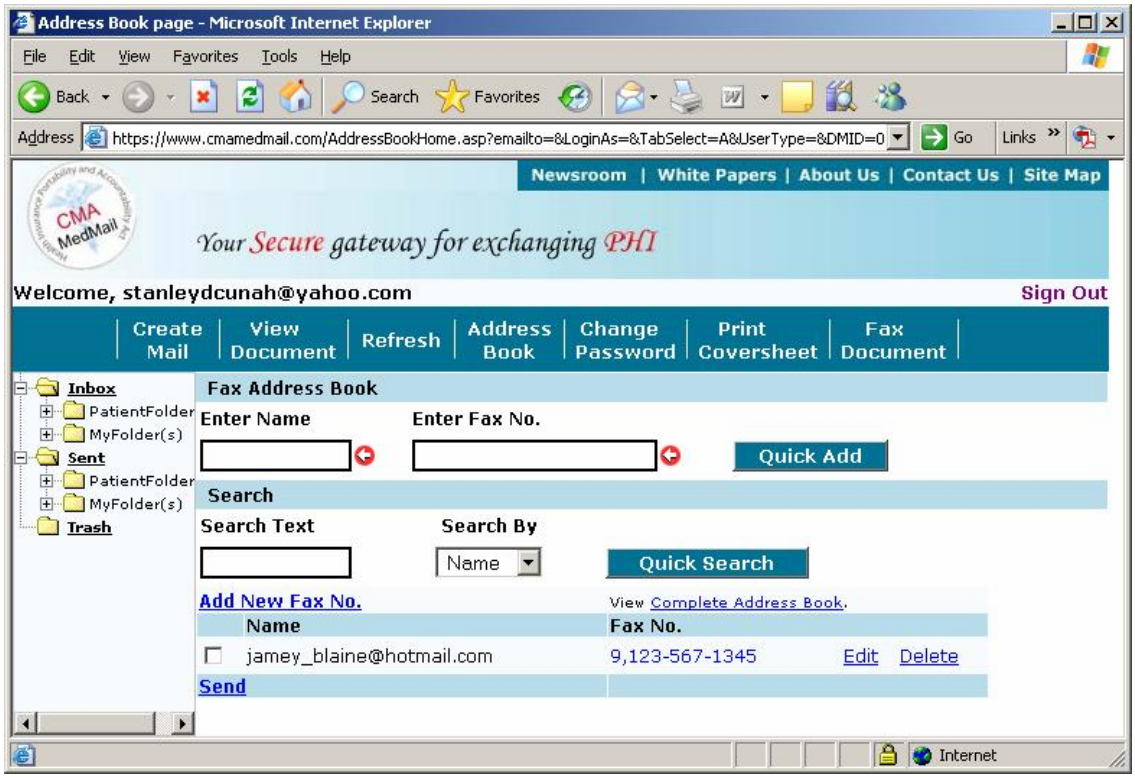


Figure 7.3 : Creating Fax Address Book

7.2.1 Adding Fax No.

You can add a contact by entering the name and the fax number and click on **Quick Add**.

OR

Click on **Add New Fax No.** link to add a new contact. The following window ensues.

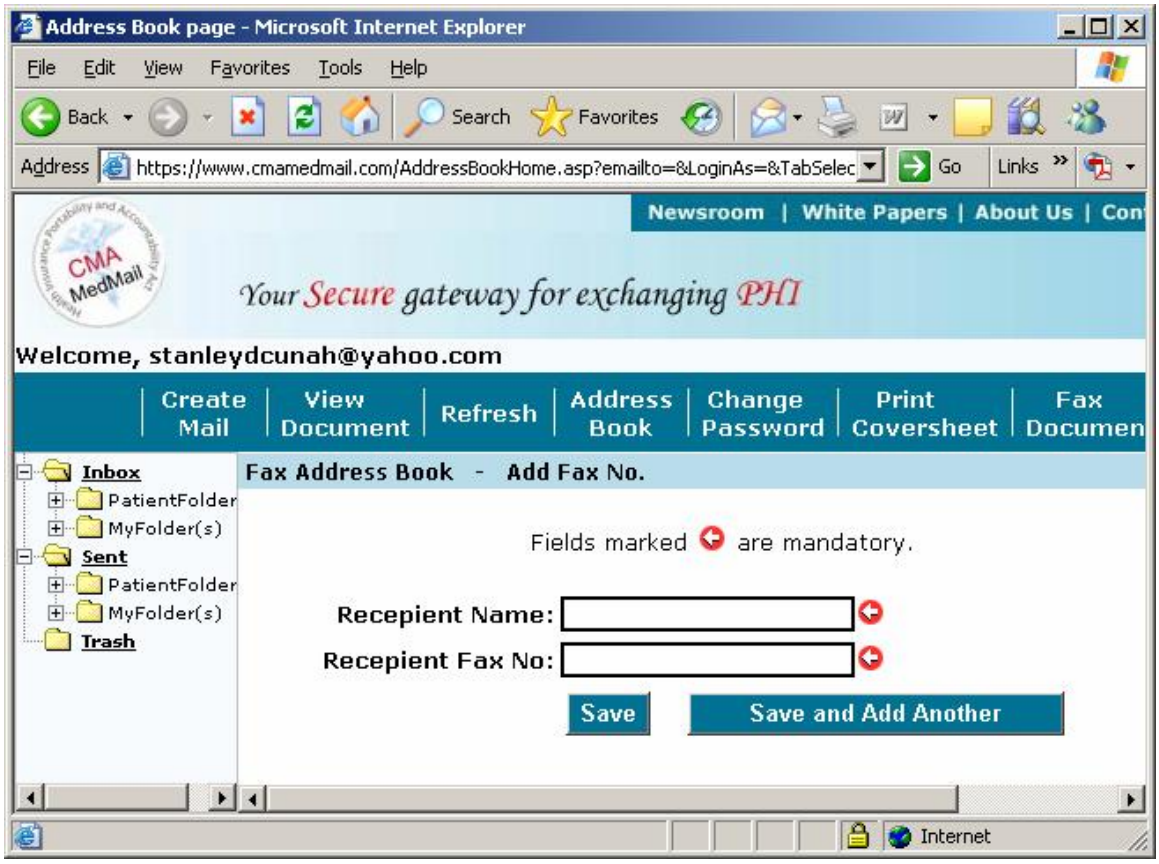


Figure 7.2.1 : Add Fax No. Screen

Enter the required information in the mandatory fields and click on **Save** button. If you wish to add one more contacts, click on **Save and Add Another** button.

7.2.2 Deleting Fax No.

To delete a contact, select the Check box of the Contact to be deleted and click on **Delete** button, following message appears:

Microsoft Internet Explorer
Are you sure, you want to permanently delete the selected address from Address book?
OK
Cancel

Figure 7.2.2 : Delete Confirmation

Click **OK** button, to delete the contact permanently, else click **Cancel** button.

7.2.3 Editing a Fax No.

To edit any fax contact details select the required contact and click on **Edit** link. Following window will ensue.

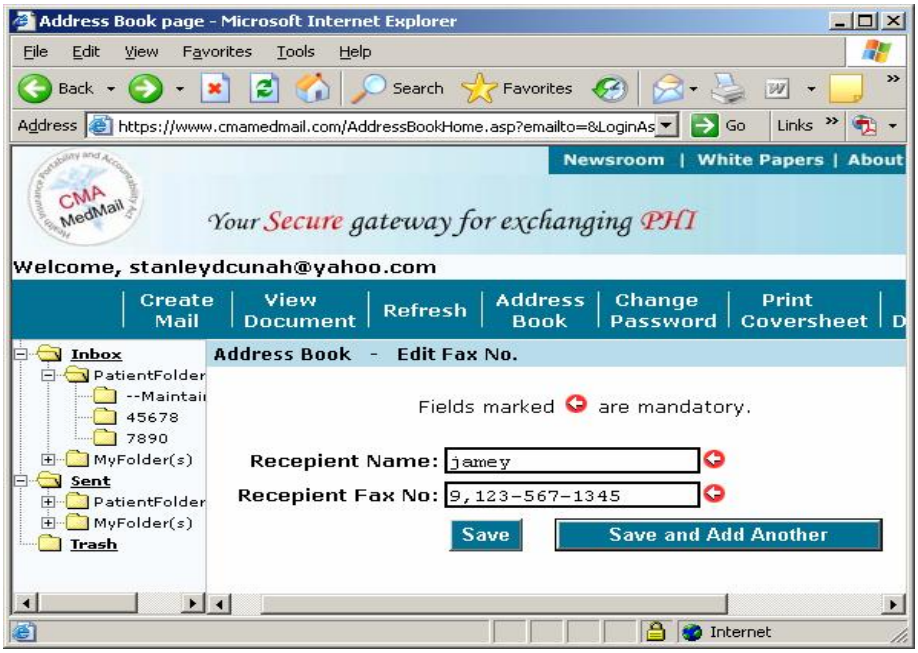


Figure 7.2.3 : Editing Fax No.

Make the required changes and click on **Save** button, the required changes would be done. **Save and Add Another** button is used to add a new contact.

7.2.4 Searching a Fax No.

To search any fax no., select the criteria name or fax no. based on which you want to perform the search. Enter the fax no. or contact name and click on **Quick Search** button. Also the search can be performed as wildcard search. For e.g. if “A” is entered as First Name for search criteria, the result will contain all first names starting with “A”.

7.2.5 Sending a Fax

Click on the contact person’s fax no. to which you wish to send a fax. **Create Fax Document** screen ensues.

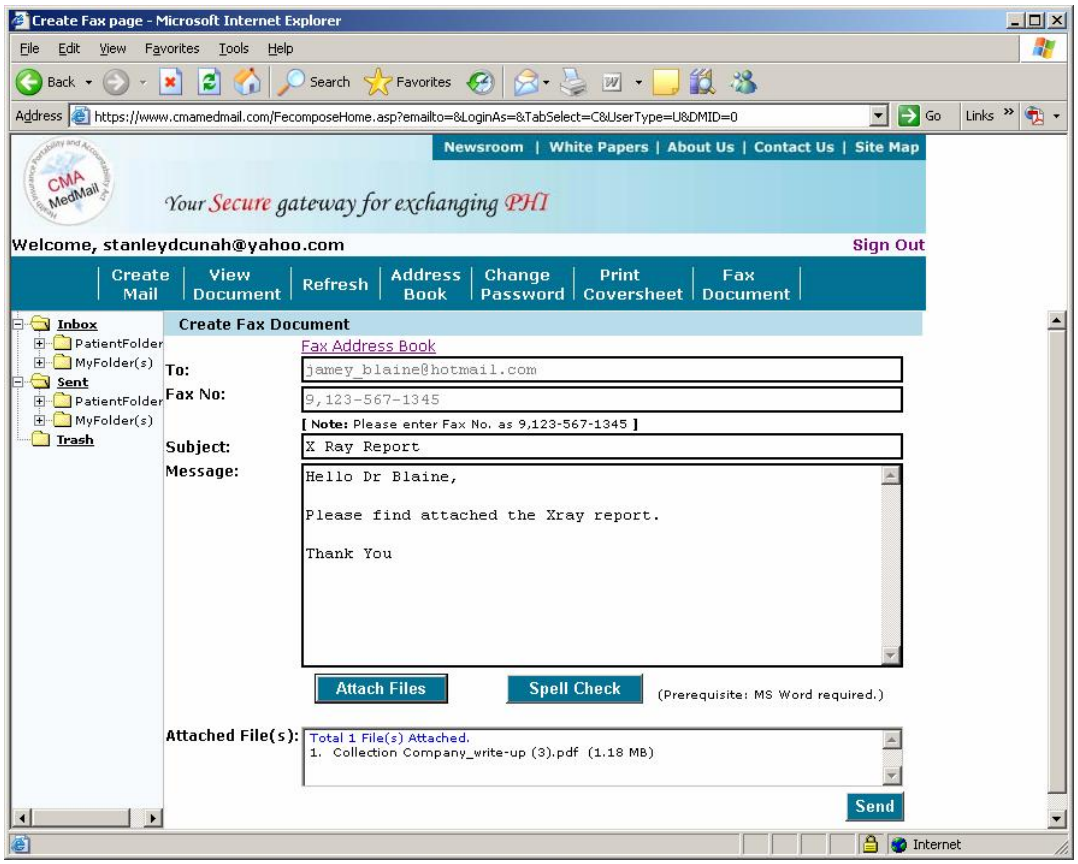


Figure 7.2.5 : Create Fax Screen

To: in this option you need to enter the email id of the required person, where you are willing to fax the document.

Fax No.: is the fax no. of the particular person to send the fax.

Subject: is the subject of the fax, so that it is easy for the reader to read or sort the fax.

Message: if you wish to enter any message regarding the fax, you can enter in the message box.

Attached File (s): this option is where you can view the attached fax you are sending.

You can attach regular document or Barcode document as PDF files, which you require to fax it and click on **Send** button the following screen ensue.

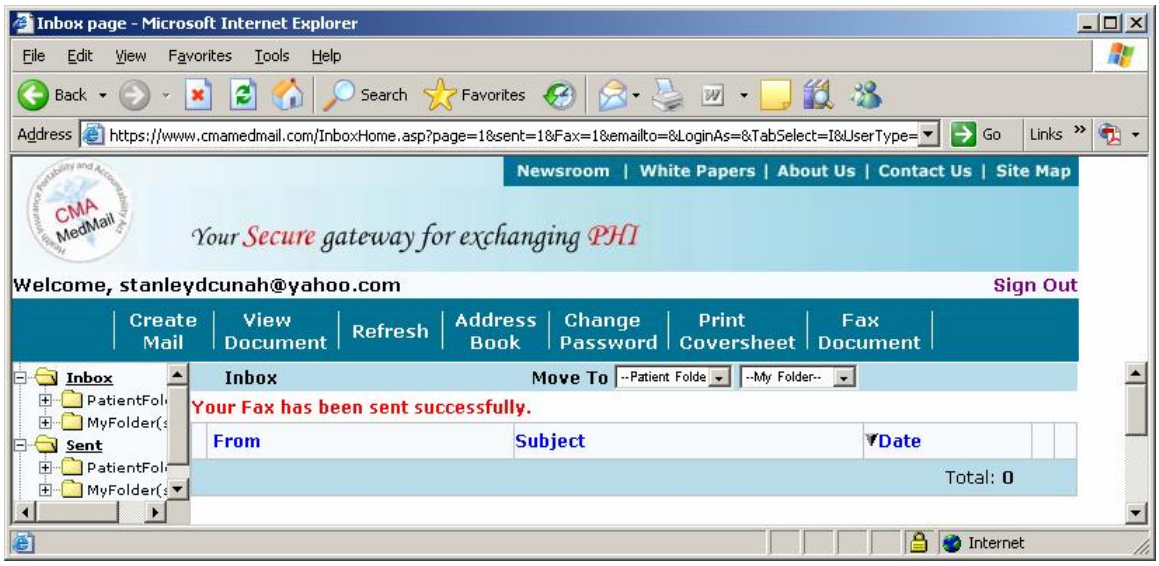


Figure 7.2.5.1 : Fax notification Screen

8. Change Password Option

This option is used to change the current password. Clicking on **Change Password** option displays following screen:

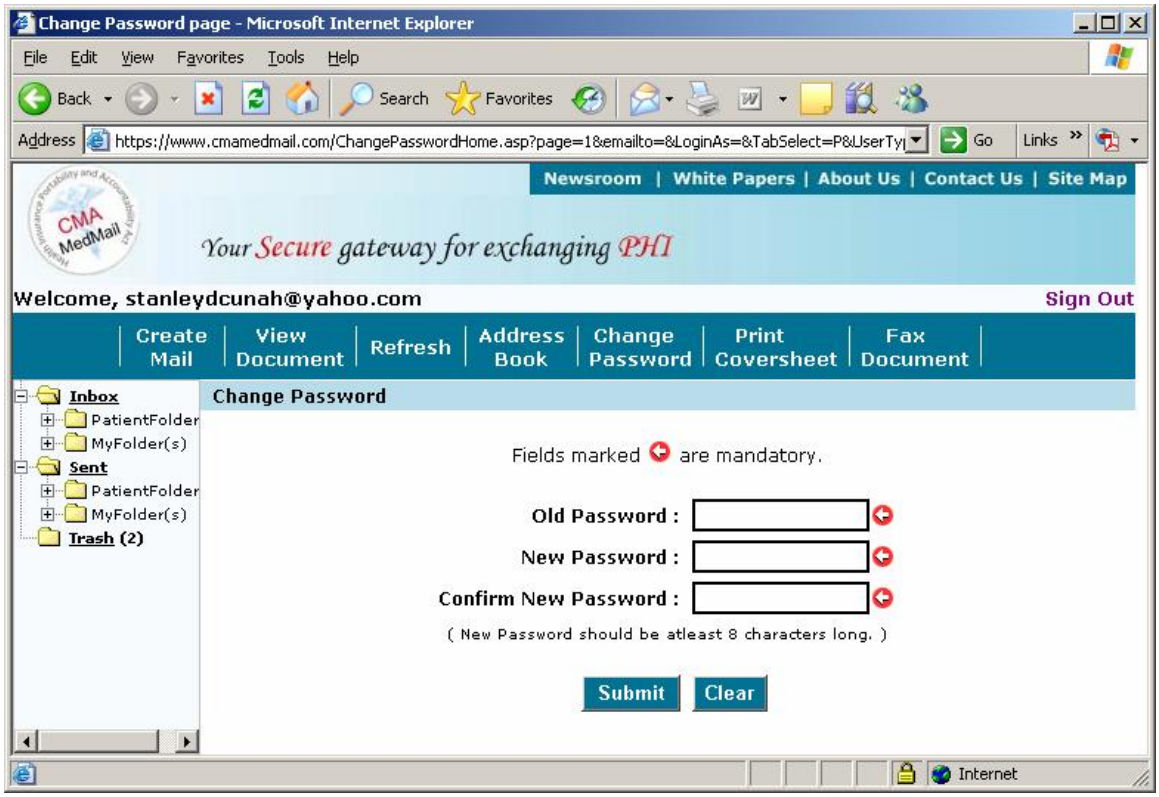


Figure 8.1: Change Password screen

Enter your Old Password, New Password and reenter the new password for confirmation. Click on **Submit** button. Click on **Clear** button to clear the information if you wish.

The Password is case sensitive and must be at least 8 characters long.

9. Print Coversheet option for Users

This option is used to print a barcode coversheet for fax purpose. Clicking on **Print Coversheet** option displays following screen.

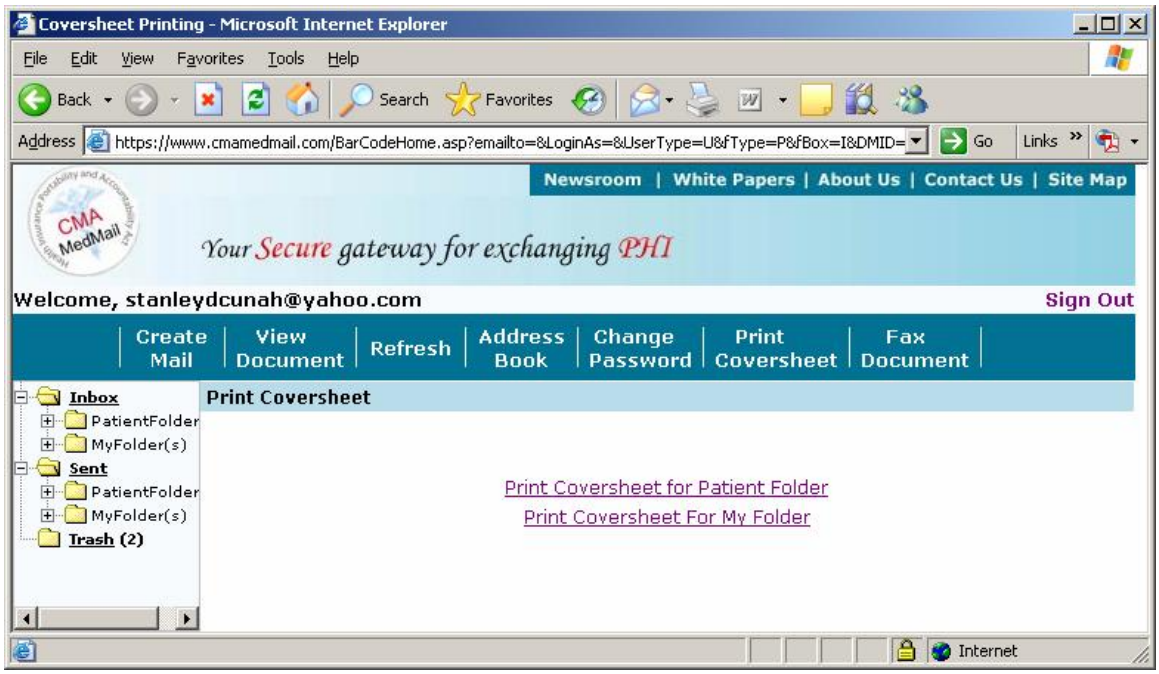


Figure 9.1.1: Print Coversheet screen

- Click on the **Print Coversheet** link for Patient folder or My folder whichever is required. Following screen ensues.

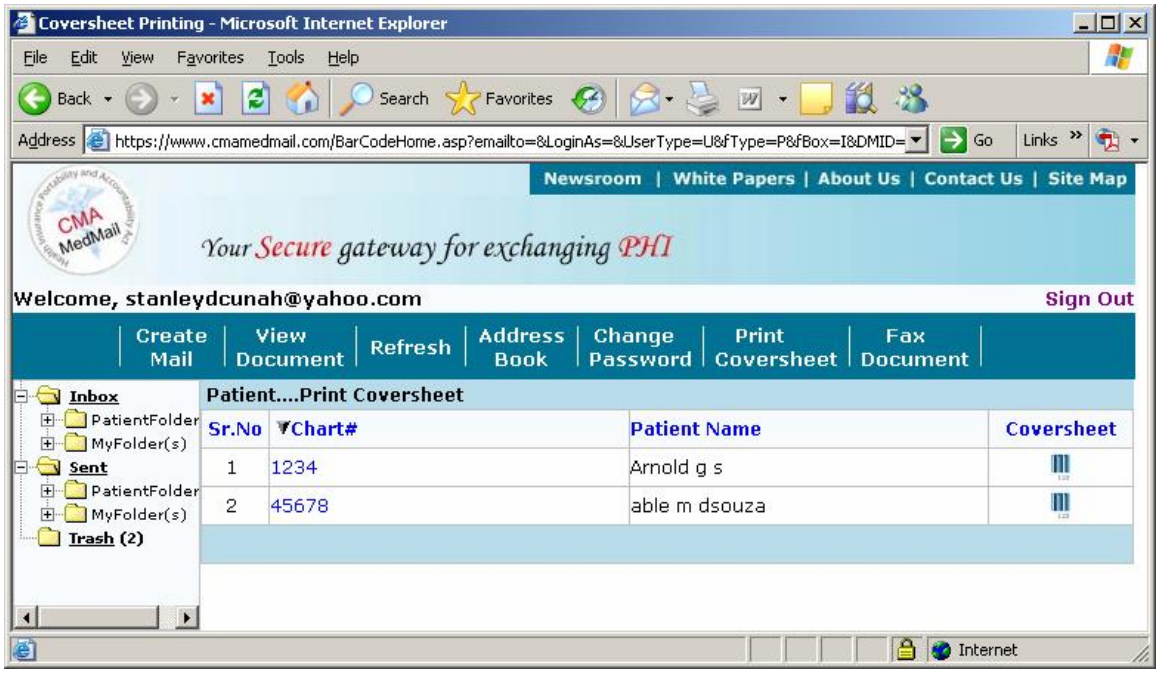


Figure 9.1.2.a: Coversheet details for Patient folder

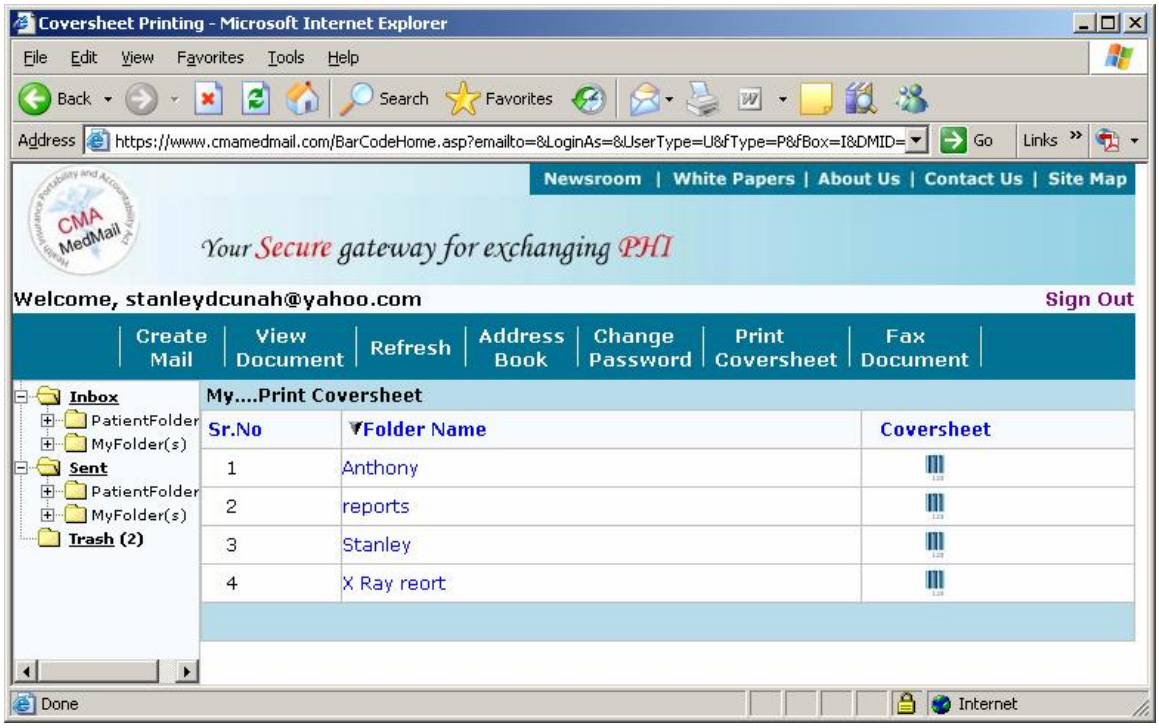


Figure 9.1.2.b: Coversheet details for My folder

- Click on the required Barcode

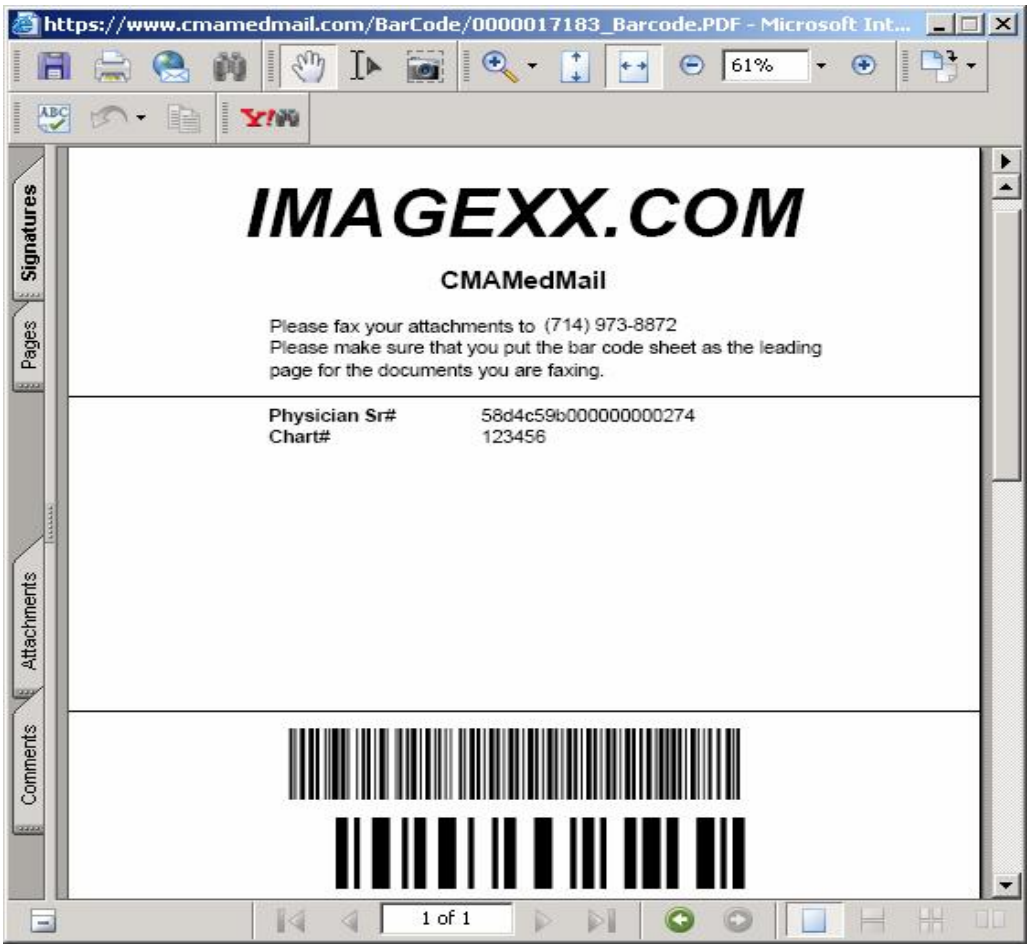


Figure 9.1.3: Barcode Coversheet

- Save this barcode by clicking on option.

10. Fax Document option for Users

This option is used to fax a document. Clicking on **Fax Document** option displays following screen.

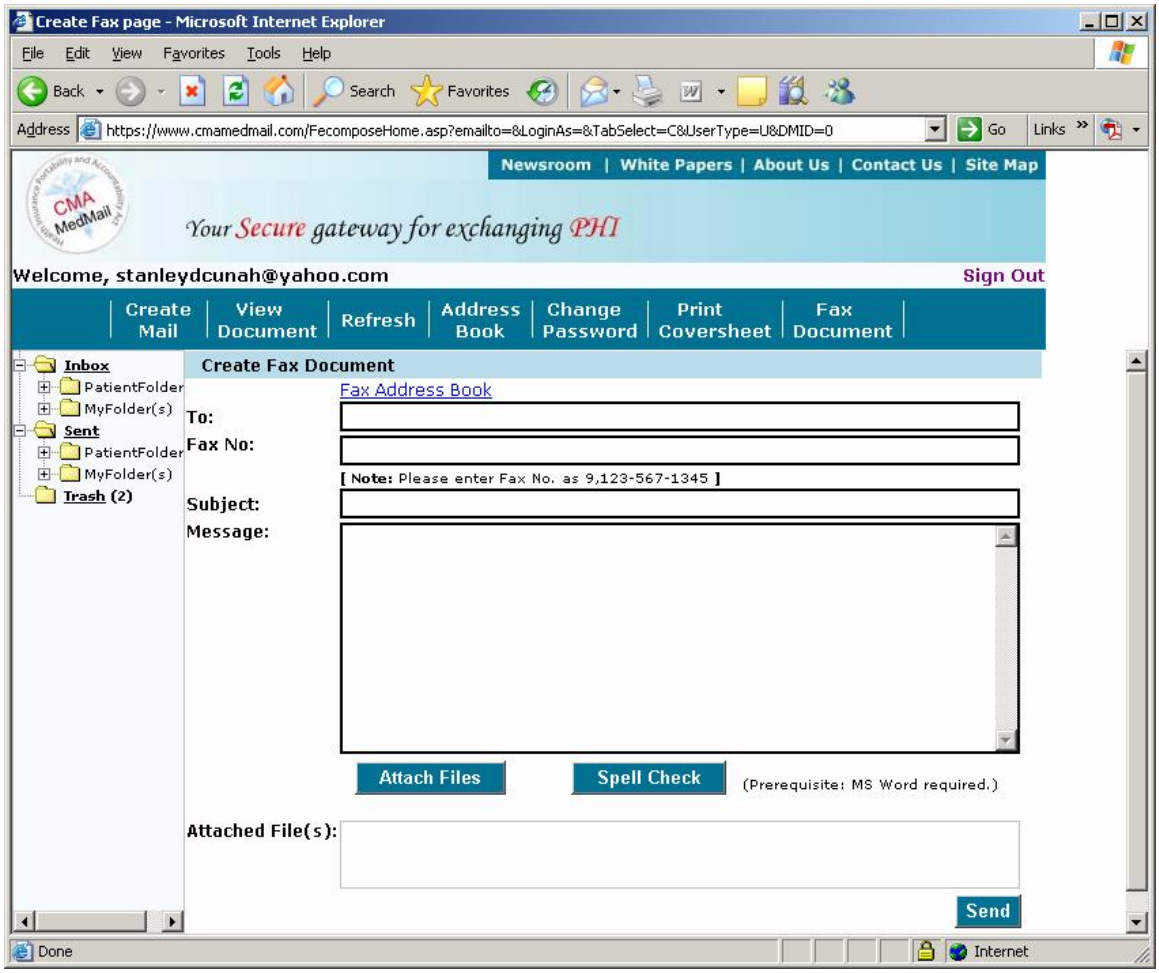


Figure 10.1: Create Fax Document screen

- Enter the required information.
- Click on **Attach Files** button to attach the barcode coversheet in PDF format.
- You can also attach a simple PDF file without a barcode for fax.
- Click on **Send** button to send the fax.

The following Acknowledgement Screen will ensue

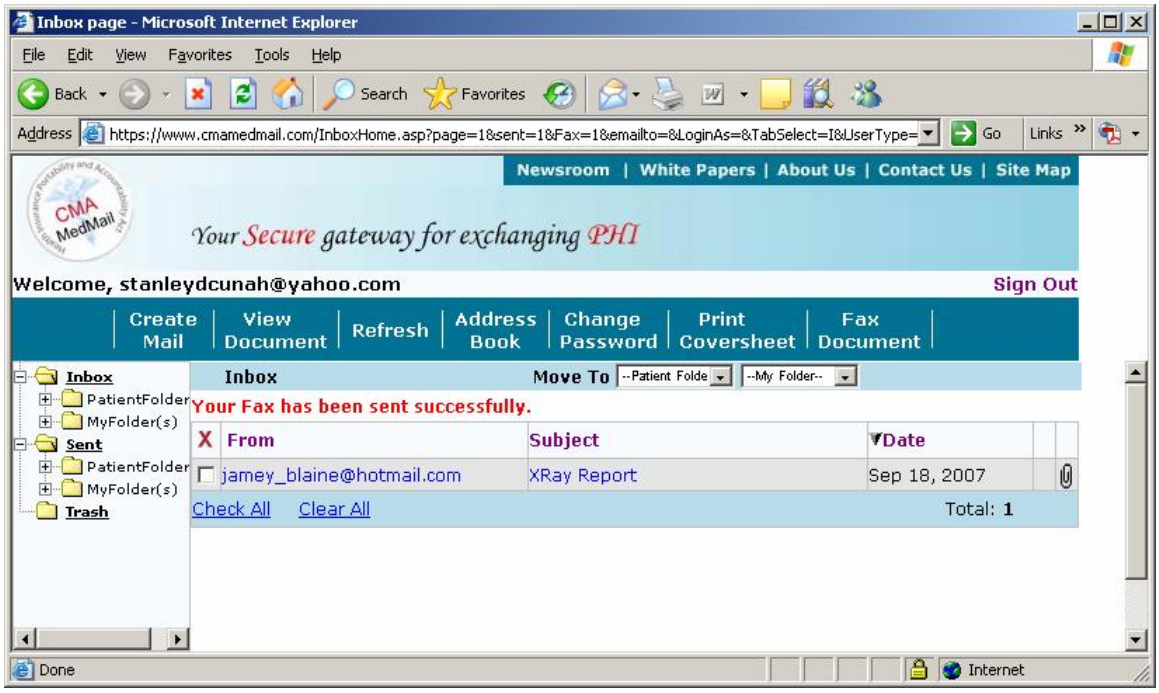


Figure 10.2: Fax Acknowledgement screen

10.1 Viewing received fax

You can view the received fax in the respective 2 folders. Patient Folder or in My Folder.

Fax received for the Barcode Coversheet printed using **Print Barcode** link for Patient folder appears in Patient Folder against the Chart number and the fax received for Barcode Coversheet printed using **Print Barcode** link for My folder appears in My Folder against the folder name.

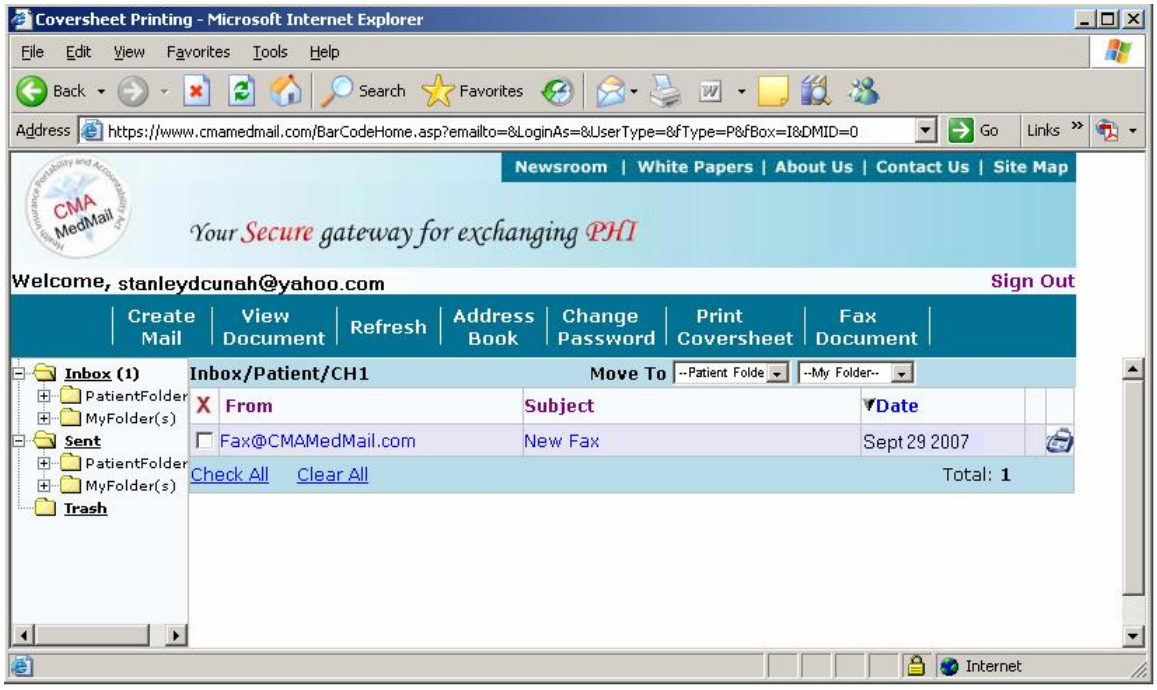


Figure 10.1.1.a: Fax inbox for Patient Folder

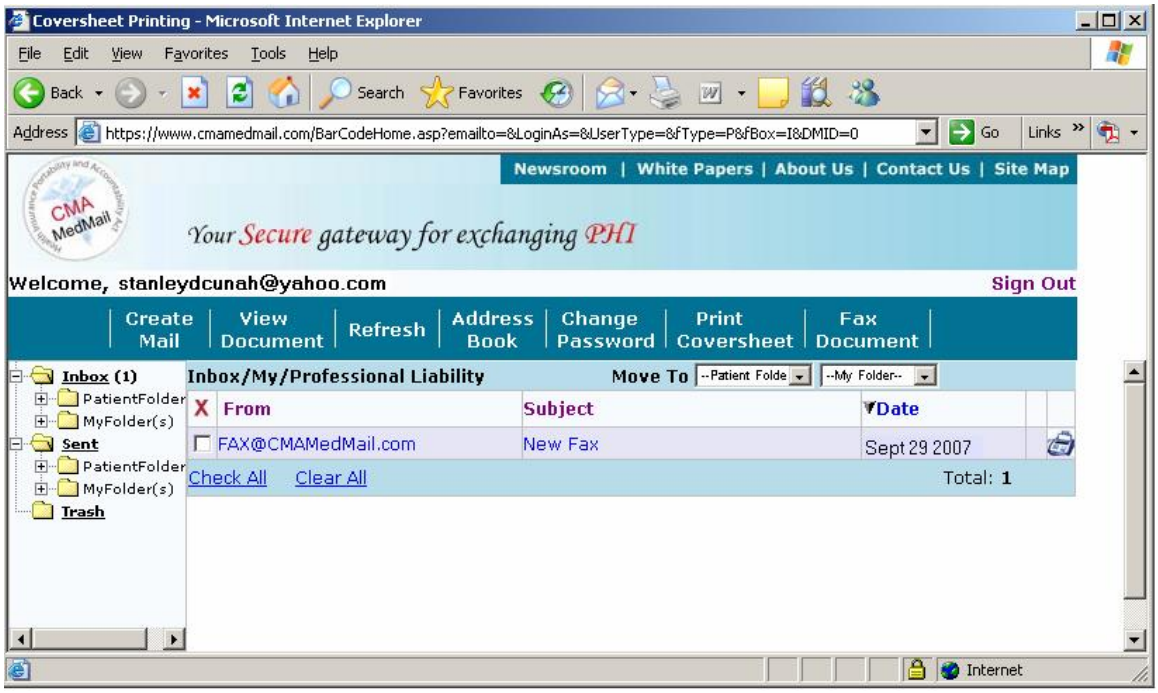


Figure 10.1.1.b: Fax inbox for My Folder

Click on the **Subject** or **From** link of a particular fax to view it.

The following window will ensue.

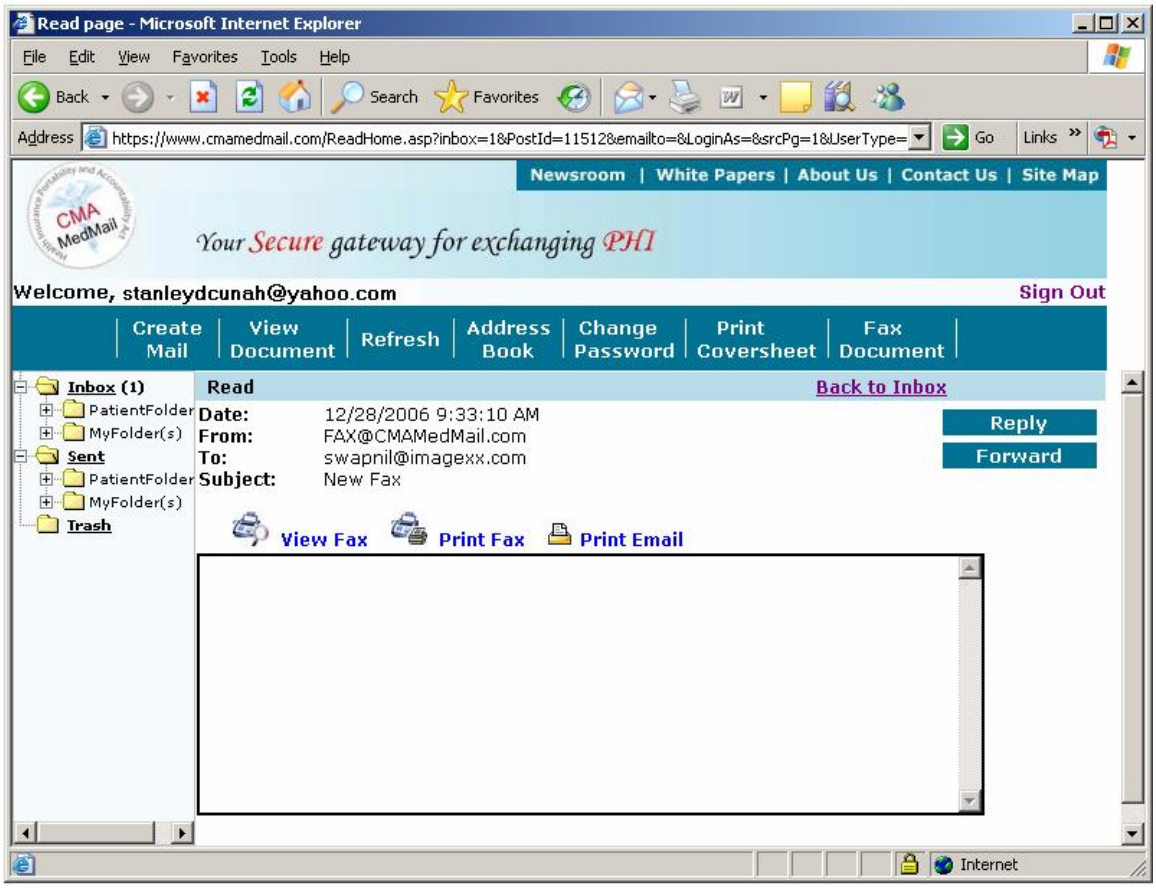


Figure 10.1.2: Fax screen

Click on **View Fax** link to view the stamped fax copy.

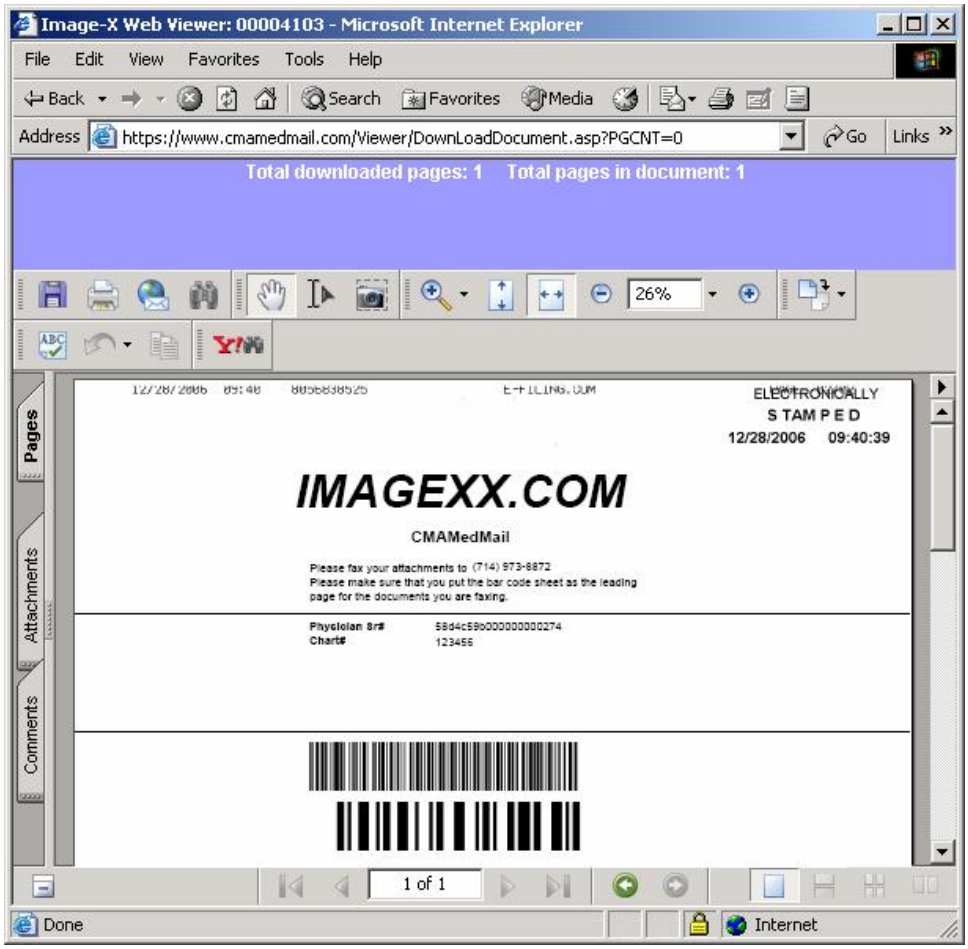


Figure 10.1.3: Stamped Fax

Click on **Print Fax** link to print the fax copy.

Click on **Print Email** link to print the email copy.